RG104 Entry 235

Volume 484

March 23, 1927 – August 15, 1928

Letters Sent to

Philadelphia Mint

Press copies of letters and telegrams sent from U.S. Mint headquarters to various official and individual recipients.

Text quality ranges from good to extremely faint. Tight binding also limits visability of the left side of some documents. Pages were scanned using a white back-up sheet to improve legibility.

RG104 E-235 Vol 484

RG 104 RECORDS OF THE BUREAU OF THE MINT

Records of the Bureau of the Mint
Correspondence

LETTERS SENT, 1873-1917

Vol. 484 of 600

NC-152, Entry 235

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nt,

DELPHIA,

PA.

RG104 E-235 Vol 484

March 23, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

To enable this Bureau to answer an inquiry, will you please give the full name of Mr. Paquet, (whose initials are A. C.), formerly Assistant Engraver of the Mint, who designed several medals mentioned in the list; the full name of Mr. Cross who designed medal No 21 in the Navy list; and the full name of Mr. F. N. Mitchell who designed medal No 26 in the Navy list. The initials of Mr. Cross are P. F., but we have not the full name.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

March 24, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith find voucher rendered by Marsh & McLennan, 5¢, for insurance charges on shipments made during the month of December on minor coin. The rate of 4½¢ per $100 is correct, but verification of amounts shipped and computations should be made prior to payment of the voucher from the profits on minor coinage.

Respectfully,

M. W. Ridgely

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

March 25, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of March 24th, you are authorized to purchase from The Harshaw, Fuller & Goodwin Company approximately 1,000 pounds (5 barrels) technical Carbonate of Ammonia, lump, at 12¢ per pound less 1% for payment in ten days, this being the lower of two bids received of three bids asked.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

March 25, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of March 24th, you are authorized to purchase from deCourcy Browne, Inc., 500 pounds of highest-grade manganese, nut size, at 37¢ per pound less 1% ten days, this being the lowest of three bids received.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

March 24, 1927.

Superintendent
United States Mint,
Philadelphia, Pa.

Sir:

Receipts acknowledged of your letter of March 23rd concerning settlement of your bullion account by the General Accounting Office for the month of October.

Before communicating with the General Accounting Office, information is desired concerning the statement in notice of settlement that gold bars weighing less than 5 ounces were issued in payment to depositors.

Respectfully,

F.S.

Director of the Mint.

RG104 E-235 Vol 484

March 30, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The following is brought to attention regarding your accounts for the month of February 1927.

One copy of the regular account current and one copy of the schedule of collections are returned herewith, for correction as per pencil notations thereon. The $1.00, noted on the account current as "Refund overpayment on Bullion deposit", should be here stated as "Charges on Bullion deposits" it having been an uncollected melting charge on deposit No. 1174, noted on General Accounting Office settlement No. S-682-T of your August-September accounts. Detailed explanation of the item should appear on the schedule of collections, form 1026, making the total charges on deposits $2246.03 instead of $2245.03.

Report of the New York Assay Office on shipment No. 5 of unparted gold and silver bullion from your institution to the Assay Office at New York, should be forwarded to accompany the bullion accounts.

Memorandum of bullion received No. 3599 and 4001 are herewith returned for the signature of the representative of the Superintendent.

Voucher No. 508 in favor of the Egyptian Lacquer Mfg. Co. is herewith returned for amendment concerning method of procurement.

Respectfully,

R. J. Grant,
Director of the Mint.

R. F.

RG104 E-235 Vol 484

March 29, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of March 29th, you are authorized to purchase from Nathan Trotter & Company, for use in your minor coinage, 16,000 pounds of Slab Zinc at $0.0895 per pound; and 3,000 pounds of Straits Tin at $0.6870 per pound, these being the lower of two bids received of three bids asked on each metal; confirming telephone communication of today.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

April 1, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bill of the American Railway Express Co., 65¢. covering freight charges on mop handles, Washington to Philadelphia, Jan. 25, 1927, has this day been forwarded to the General Accounting Office for settlement, payable from your 1927 contingent appropriation.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

April 1, 1927.

To All Mint Service Institutions.

The Comptroller General of the United States has prescribed new standard voucher forms for use by all branches of the Government Service. These forms were effective July 1, 1926, but authority was granted for continuing the use of the old forms, to the extent that they were on hand, during the fiscal year ending June 30, 1927. Since the Mint Service had sufficient old forms on hand to cover the entire fiscal year now current, use of the new forms has been delayed; but they must be used, to the entire exclusion of the old voucher form No. 939, for all disbursements made after June 30, 1927, regardless of the appropriation or fund from which payable, and regardless of the appropriation year involved.

Herewith please find a copy of General Accounting Office General Regulations No. 51 dated June 18, 1926, with accompanying documents including a list of symbol numbers, and copy of National Standard Invoice Form. There is also enclosed a copy of each of the voucher forms mentioned in General Regulations No. 51, as well as a copy of the Abstract of Agreement form. Sample entries have been made on these forms as a general guide in their preparation to support actual transactions; reference notations as to the method of procurement, discount, etc., should, of course, vary to accord with the facts in each individual case. A supply of the new forms is being requisitioned and should reach your institution in ample time for use July 1, 1927, or prior thereto if considered expedient.

The authorization for attaching certified dealers bills to the voucher form, in lieu of the present listing of every item on the voucher and the dealer's certification thereon, should prove very useful in expediting business.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S.
Encl.

RG104 E-235 Vol 484

April 2, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1927.

Salaries and Wages	$46,000.
Contingent	20,000.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

April 5, 1927.

Superintendent, United States Mint.
Philadelphia, Pa.

Sir:

I am forwarding to you to-day by registered mail, two silver chloride bars weighing 28.75 and 23.55 ounces respectively, a total of 52.30 ounces.

In exchange please return granulated proof silver (shot form) to this office.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Q.

RG104 E-235 Vol 484

April 5, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bill of the American Railway Express Co., $2.59, covering freight charges on one millionaire calculating machine, Philadelphia to New York, Feb. 10, 1927, has this day been forwarded to the General Accounting Office for settlement, payable from your 1927 contingent appropriation.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F. T.

RG104 E-235 Vol 484

April 7, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a copy of a self-explanatory resolution which was signed by the President on March 4, 1915.

The Pan-American Union has asked the Bureau for information regarding these medals and the meaning of the designs and devices used on the same.

I have no recollection of these medals having been made at the Mint, but the fact might easily escape us, for the reason that only three were struck.

The Librarian of the Pan-American Union stated further in his telephone inquiry of yesterday that the medals were presented in 1918.

I am of the opinion that the State Department handled this matter entirely.

If you have any information or description of the medals, kindly forward it to the Bureau.

I believe the occasion of the inquiry is to complete the records of the Library of the Pan-American Union.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

April 8, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The Bureau has received letter of advice from the General Accounting Office stating that the evidence submitted relating to certain items for which credit was withheld in settlement under certificate K-5047-T dated March 19, 1927, of your accounts is found satisfactory and that credit will therefore be allowed for the amount of the items in a later settlement of the accounts. This settlement was principally in regard to the telephone rates.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

April 8, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Replying to your letter of April 6th relative to subscribing to the Chemical & Metallurgical Engineering Journal, I have made inquiry and find that the Laboratory of this Bureau has practically all of the issues for this fiscal year. They will be sent to you, as well as the forthcoming numbers for the balance of this fiscal year.

In due time we shall send you a letter authorizing you to subscribe to this Journal for the fiscal year 1928.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

April 8, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of 52.30 ounces of granulated proof silver forwarded by you April 6, 1927, in exchange for the two chloride bars from this office.

Respectfully,

R. J. Grant.
Director of the Mint.

Q.

RG104 E-235 Vol 484

April 9, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of April 8th, and for the reason stated therein, you are authorized to purchase from the International Time Recording Company 200 time clock sheets, their Form No. 6130, at a cost of $15.45 for the lot, F. O. B., the factory at Endicott, New York.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

April 9, 1927.

To All Mint Service Institutions.

Gentlemen:

The first paragraph of the Director's circular letter to all mint service institutions, dated December 21, 1925, is hereby amended to provide that, in future, delivery of bars or cash, by express or registered mail, in payment for bullion deposits, should be supported by original of depositor's authority for such method of transmitting payment if such authority is supplied by the depositor; also by receipt of express company or postmaster, as pertinent. Where specific direction is not supplied by the depositor as to method of forwarding requested bars or cash in payment for bullion deposits, the method used will be at the discretion and risk of the officer in charge of the local mint or assay office. Any use of the depositor's funds to prepay transportation charges, etc., could be authorized only by the depositor. Probably the safest (unauthorized) method to use would be - by express, charges C. O. D.

Respectfully,

R. J. Grant,
Director of the Mint.

P.S.

RG104 E-235 Vol 484

April 11, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In conformity with your request of April 8th, I am forwarding herewith copies of salary tables for rates of pay effective in your institution April 1, 1927.

Respectfully,

R. J. Grant,
Director of the Mint.

P.S.
Encl.

RG104 E-235 Vol 484

April 12, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

If you anticipate submitting a requisition for printed forms, books, etc., before the first of July, it is requested that it be forwarded soon - as early as practicable.

Respectfully,

R. J. Grant,
Director of the Mint.

F.S.

RG104 E-235 Vol 484

April 13, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bill of the American Railway Express Co., 54¢, covering freight charges on coinage dies, Washington to Philadelphia, 2/16/27, has this day been forwarded to the General Accounting Office for settlement, payable from your 1927 contingent appropriation.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

April 14, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of April 13th, you are authorized to purchase from George D. Feidt & Co., 3 barrels (about 480 pounds each) of bone ash for making cupels, at $0.084 per pound, this being the lowest of three bids received.

Respectfully,

R. J. Grant
Director of the Mint.

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April 15, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau is in receipt of your letter of April 14th concerning an item of $46.17, difference between transfer value and recoinage value, of certain mutilated coin shipped by the Treasurer as uncurrent coin.

Herewith is given journal entries illustrating the procedure which would properly cover a transaction of the kind in question:

Recoinage Silver Bullion - - - - - - - -	71.17	
To Coin for Recoinage - - - - - - - -		25.00
Revenue Fund - - - - - - - - - - - -		46.17
For conversion to bullion of mutilated silver coin transferred as uncurrent coin.		
Bullion Fund - - - - - - - - - - - - - - - -	46.17	
To Recoinage Fund - - - - - - - - - -		46.17
For transfer of liability incident to setting-up surplus recoinage value. (Surplus recoinage <u>bullion</u> is offset by <u>cash</u> from the bullion fund).		
Revenue Fund - - - - - - - - - - - - - - -	46.17	
To Cash - - - - - - - - - - - - - - - -		46.17
For deposit in the Treasury (Fed. Res. Bk.) of cash representing surplus recoinage value.		

From an examination of your April 11th reports to the Treasurer and to this office, it would appear that while the Cashier's daily report to the Bureau shows a deposit of <u>cash</u> in the Federal Reserve Bank, in the sum of $46.17, your reports to the Treasurer do not reflect this reduction of cash on hand, nor corresponding reduction in the "Bullion Fund". The "Silver Recoinage Bullion" should not have been reduced on April 14th, from $183,709.65.

In view of the wholly anomalous character of the transaction, when treated as uncurrent coin instead of mutilated coin, and of the

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resulting mix-up in the records and reports, it is suggested that such entries as have been made in the recoinage account be reversed, and that the transaction be recorded in accordance with the facts; that is, as a receipt of subsidiary silver (coin as) bullion, and that the bullion be carried in the "Silver Coinage Bullion" account. The amount of $46.17 deposited in the Treasury as recoinage profits would, in such case, be treated as a straight transfer of funds to the Federal Reserve Bank, from the bullion fund.

The Treasurer's office is informed as to this proposal, which is satisfactory to them.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S.

April 15, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please make and ship to this Office at your earliest convenience one medal of Secretary Mellon, and one of Alexander Hamilton, both to be of solid silver.

You may send the bill for the above to me personally.

Respectfully,

R. J. Grant
Director of the Mint.

April 16, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Confirming my telephone communication of this morning, please forward to the Denver Mint 300 large anode sacks and 4,000 small anode sacks.

The Denver Mint is sending samples, showing the size and material. As soon as the samples are feceived here, they will be forwarded to you forthwith.

Respectfully,

R. J. Grant
Director of the Mint.

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April 18, 1927.

United States Mint, Philadelphia, Pa.
" " " San Francisco, Calif.
" " " Denver, Colorado.
U. S. Assay Office, New York, N. Y.
Gentlemen:

Herewith are being forwarded blank forms on which to solicit bids for certain services, such as furnishing of gas, electric current, etc., for the fiscal year beginning July 1st next. These forms are similar to those used for the current fiscal year, and should be handled in the same way. The printed proposal will be supplemented by your letter of acceptance of the most favorable prices, and the proposal with letter of acceptance will constitute a contract. These should be executed in triplicate and be forwarded to the Bureau for approval. The original will go to the General Accounting Office, while the duplicate and triplicate will be returned to you, one copy for the contractor and the other for your files.

For all continuing services not covered by the enclosed forms, (telephone, etc.) and for such supplies as can be advantageously contracted for over a definite period of time, whether for the entire year or for only a portion of the year, it is directed that contracts be made by use of our regular proposal form No. 712, supplemented by your letter of acceptance. Contracts should not be entered into for such supplies as, in your opinion, can be more economically procured in definie quantity, from time to time, as required.

All contracts should be numbered in the regular series, as per instructions given heretofore. The series of numbers now in use should be used; that is the contracts for the next fiscal year should not again begin with No. 1.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S.
Encl.

RG104 E-235 Vol 484

April 21, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Replying to your letter of April 14th in regard to a letter received by you from the Imperial Mint of Japan, I have answered this letter, thanking the Director for the medal sent you, and also told him we were shipping under separate cover a specimen of the Assay Commission Medal for 1926; so please forward one at your early convenience.

Respectfully,

R. J. Grant
Director of the Mint.

Honorable D. Nagai,
Director of the Imperial Mint,
Osaka, Japan.

RG104 E-235 Vol 484

April 21, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Replying to your letter of April 20th regarding the purchase of crucibles, you are authorized to buy from the Dixon Crucible Company one dozen No 7 crucibles for test. I would suggest, however, that it might be better to get two or three crucibles from Dixon on approval for test, and if they prove satisfactory, they will be credited on a further order, if not, we will not have to pay for them.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

April 23, 1927.

To All Mints and Assay Offices.

Gnetlemen:

Herewith please find copy of circular letter, dated April 16, 1927, of the Undersecretary of the Treasury and Budget Officer, with accompanying papers, pertaining to discounts taken for prompt payment of bills.

Please forward to the Bureau, promptly after the close of the current month, answers to the questions appearing on the letter of the Undersecretary and Budget Officer.

It should be noted in this connection that discounts taken for prompt payment of gas and electric bills, etc., should be included.

Respectfully,

R. J. Grant,
Director of the Mint.

P-S.
Encl.

RG104 E-235 Vol 484

April 23, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of April 22nd, you are authorized to purchase from the American Mond Nickel Company 40,000 pounds of metallic nickel, pellet form, at 36 3/4 ¢ per pound, less 1/2%-10 days, this being the lower of two bids received of three asked.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

April 25, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of April 22nd, you are authorized to purchase from the Keasbey & Mattison Company 300 pounds of asbestos cloth, 40" wide, weighing 2 1/2 pounds to the square yard, at 70¢ per pound, less 2% for payment in 10 days; this being the lower of two bids received of three bids asked.

Respectfully,

R. J. Grant
Director of the Mint.

April 25, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Replying to your letter of April 22nd, you are advised that your plan of changing the working hours in conformity with daylight-saving time is approved.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

April 27, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau is just in receipt of General Accounting Office Certificate of Settlement of your bullion account for the month of December, 1926, whereon is continued the advisory note that appears on October settlement concerning issue of gold bars weighing less than five ounces. This certificate of settlement is dated April 18, 1927. Under date of April 22nd the General Accounting Office addressed the following letter to this office:

> "Referring to letter of the 2nd instant relative to an advisory memorandum placed on the difference sheet covering the bullion account of Freas Styer, Superintendent of the United States Mint, Philadelphia, for October 1926, you are advised that the same will be omitted on later difference sheets."

The above referred to the following paragraph which appeared in Bureau letter of April 2, 1927:

> "Relative to first advisory memorandum concerning issue of gold bars weighing less than five ounces - while this appears to be an administrative matter rather than an accounting one, explanation is made that a considerable number of small bars are poured from one large melt. It is not always possible for the last bar to weigh up to full five ounces, and when these slightly short-weight bars result they are used in making up amounts due depositors who are entitled to gold bar payments for their bullion deposits."

If the advisory note in this connection appears again, it may be disregarded.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S.

April 27, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will be authority for you to proceed with the following coinage for the Government of Nicaragua:

500,000 silver 10 centavos pieces,
100,000 nickel 5 " " ,
250,000 copper 1 " " .

It is understood that the National Bank of Nicaragua, 140 Broadway, New York, N. Y., has agreed to advance the money needed for this coinage, and has already communicated with you.

For your information and guidance I am inclosing copies of correspondence on this subject.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

April 28, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of April 27th, you are authorized to purchase from the General Refractories Company 150 sets of Letter A fire brick at 68¢ per set and 200 fire brick rings at 18½¢ each, these being the lowest of three bids received.

Respectfully,

R. J. Grant
Director of the Mint.

May 2, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Confirming our telephone communication of today, and in accordance with your recommendation, you are authorized to purchase from Guggenheim Brothers 300,000 pounds of electrolytic ingot copper for use in your minor coinage at $0.13035 per pound, this being the lowest of four bids received.

Respectfully,

A. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

May 5, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you of the following sums for meeting expenses during the current fiscal year:

Salaries and Wages - - - -	$46,000.00
Contingent Expenses - - -	10,000.00

Respectfully,

R. J. Grant,
Director of the Mint.

F-S.

RG104 E-235 Vol 484

May 5, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir;

I am inclosing a copy of a self-explanatory letter from the United States Civil Service Commission re James R. Murphy.

You are directed to obtain Mr. Murphy's resignation, and forward it to this Office with your recommendation that it be accepted.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

May 4, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of May 3rd, you are authorized to purchase from the Rumsey Electric Company the material listed below at the prices indicated, these bids being the lowest of three received:

1000 ft. Show window cord #16, type P, cotton cov.	lot	$24.00
Micanite - India plate, 95 to 97% mica, for commutator segments:		
5 sheets 18"x36"x.040" thick each		3.10
3 " ditto .045" " "		3.50
3 " " .035" " "		3.00

Terms: Wire 1%, Balance 2% Cash 10 days.

Respectfully,

R. J. Grant
Director of the Mint.

P. S. The bids inclosed in your letter are returned herewith.

R. J. G.

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May 4, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The following bills payable from your 1927 contingent appropriation have this day been forwarded to the General Accounting Office for settlement.

Amer.Ry.Ex. Co.	N. Y. to Phila 3/16/27	Cal.Mch. & Batteries	$3.48
Amer.Ry.Ex. Co.	Wash. to Phila. 3/11/27	Standard Conduit NEC	2.02
Pennsy. RR Co.	do do 3/30/27		
B. & O. RR Co.	Norwood, Ohio to Phila. 3/19/27	Paper Boxes	1.00

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

May 5, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Attention is invited to the following items pertaining to your accounts for the month of March, 1927.

Assay report on "Annual Assay Coin Scrap" is herewith returned for your files, as it is evidently an internal transaction voucher, covering a part of the coins taken out of the cash account when coverted into bullion, and is not essential as a supporting document to the account current. In this connection it is suggested that, while silver dollars are being coined, some of the coin be used for clearing out the Pittman bullion from the recoinage silver bullion account.

With reference to assay report on assay No. 4846, covering the gain on mutilated coin purchased during the quarter, information is requested as to the manner of handling mutilated coin. This assay report seems to indicate that there were 12.9 ounces of specific silver and gold coins in addition to the coins that were paid for. The Mint Regulations, pages 10 and 11, evidently have in contemplation that all mutilated coins (of the same metallic composition) purchased during a period, will be melted together at the end of the period and that the computed value thereof, in excess of the amount paid for the coins, will be taken into the accounts as "Recoveries incident to receipt of mutilated coin as bullion".

One copy of the schedule of collections is returned with request that it be amended as per pencil notations. Since there are three items of "proceeds of surplus bullion recovered", and only one item is taken into the regular account current, the remainder being taken into the special deposit account current, it is requested that these facts be noted on the schedule of collections for ready tracing and that this procedure be followed in future.

Voucher No. 185 pertaining to the special deposit account, for insurance on shipments of minor coins, is returned for approval of the Superintendent.

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Contingent appropriation voucher No. 571 is returned with request that a new voucher be prepared and forwarded, in duplicate (one copy for filing with the bullion account sweeps vouchers) on form 959, as per sample herewith, and with further request that the use of form 211 be permanently discontinued. It will be noted that the quantity of silver contained in the sweeps sold, as shown on the sample voucher, is the full quantity determined by assay of the purchaser of the sweeps, rather than 95 per cent. of the quantity as appears on the voucher submitted by you, and as carried into the accounts. We would be unable to support before the General Accounting Office a voucher for only 95 per cent. of the amount of silver sold. A voucher similar to the enclosed sample should be prepared, paid, and filed with the May accounts, covering the $111.78 additional value of silver contained in the sweeps, and this transaction should be carried in the May bullion accounts, as supplementing the short entries in the March accounts, and with sufficient explanation to provide ready tracing and verification. Notations are being made in this office on form 193, also in the silver bullion and cash accounts of the bullion account current, as to the correct quantities and values, also notation that the adjustments will appear in the May accounts.

Please forward data to enable verification of the distribution between the departments, of the metal contained in this combined lot of Melting and Refining Department and Coining Department sweeps. Such distribution, as regards silver, appears on form 193. In this connection reference is made to Bureau letter of August 17, 1926, concerning your accounts for the month of June, 1926, and to the explanation therein that it is not possible to combine sweeps of the several divisions of the institution and comply with the laws governing appropriations, revenues, and wastages.

Bid of the Irvington Smelting and Refining Company on sale of sweeps seems to indicate that the proposal submitted to them was not understood as an invitation to them to buy the sweeps, with the result that their proposal is not on a comparative basis with the bids of the other two firms. Their bid of a flat rate for refining the sweeps evidently follows the invitation submitted to them by the Mint; it is not supplemented by a submission of prices to be paid for the metal contents of the sweeps.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S.
Encl.

RG104 E-235 Vol 484

May 6, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bill of the Reading Company, 66¢, covering freight charges on one box muffles and one bag of cement, Valentines, N.J. to Philadelphia, 5/10/27, has this day been forwarded to the General Accounting Office for settlement, payable from your 1927 contingent appropriation.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

May 9, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of May 7th, you are authorized to purchase from George D. Feidt & Co. 5 barrels (approximately 1500 pounds) of red argols at 8¢ per pound, this being the lower of two bids received of three bids asked.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

May 10, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of May 9th pertaining to your accounts for the month of March. Concerning 2nd paragraph, on method of handling mutilated coin and surplus thereon, it is requested that beginning July 1, 1927, all mutilated coins of the same metallic composition, purchased during a period, be melted at the end of the period in a single mass melt, and that on the assayer's report notation be made of the total amount paid on such coin, the difference to be taken into the accounts as recovery incident to receipt of mutilated coin as bullion. By this method the facts will be clearly stated and there will be no separate assay report covering the amount of the recoveries.

The tabulated data in paragraph 6, concerning metallic contents of sweeps sold and distribution thereof between the Melting and Refining and the Coining Departments, were all either present or readily obtainable from the papers originally filed with your accounts. The basis for distribution has not been furnished and, so far as the papers with the accounts disclose, was

RG104 E-235 Vol 484

arbitrary. Presumably your records show the weight of the sweeps which accumulated in each department as well as your assayer's reports thereon; this has been regular practice in the past, and it is requested that such data be furnished as heretofore.

Concerning the bid of the Irvington Smelting and Refining Company, it is suggested that future proposals, submitted to prospective purchasers, be so worded that the received bids will be on a competitive basis unless the bidder disregards the clear specifications in the proposal. While the Irvington Company's bid in this instance was evidently too high to warrant favorable consideration, if it had been low there still would have been an impossibility of making a real comparison between the several bids received.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S.

May 11, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

In reference to your letter of the 10th instant, relative to freight item of $1.00 mentioned in par. 1 thereof, please be advised that the records of this office indicate that B/L/ No. 553754 1/19/27, covered a shipment of one box of knockdown paper boxes (folds) from Norwood, O. to Philadelphia. The shippers name on the railroad company's cashier's memorandum is shown as G. Vernicke Co., is dated Philadelphia and indicates the shipment as being consigned to the Storekeeper, U.S. Mint Service.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

Void

May 13, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of May 12th, and for the reasons stated therein, you are authorized to purchase from the Tolhurst Machine Works of Troy, New York, the parts necessary to repair your Tolhurst metal-drying centrifugal at a total cost of $467.75, (Four hundred and sixty-seven and 75/100 dollars). 456.95

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

May 13, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of May 12th, you are authorized to purchase from the Niagara Falls Smelting and Refining Corporation, for use in your minor coinage, 3,000 pounds of phosphor-copper at 16¢ per pound, less 1/2 of 1% 10 days, this being the lower of two bids received of three bids asked.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

May 13, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In compliance with the recommendation contained in your letter of May 12th, you are authorized to purchase from Shoemaker & Busch, Inc., 1,000 pounds of fused borax at 17½¢ per pound, this being the lowest of three bids received.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

May 13, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of May 12th, and for the reasons stated therein, you are authorized to purchase from the Tolhurst Machine Works of Troy, New York, the parts necessary to repair your Tolhurst metal-drying centrifugal at a total cost of $456.95.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

May 18, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of May 17th, you are authorized to purchase from Charles Salinger the material necessary to install two sheet-iron smoke pipes in your second floor melting room at a total cost of $150.00, this being the lowest of three bids received.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

May 19, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of May 18th, you are authorized to purchase from the Joseph Dixon Crucible Company 100 graphite covers for #70 crucibles at $1.50 each, less 1% for cash in 10 days; this price being the equal of the lowest of three bids received, and the delivery being much more prompt.

Respectfully,

M M O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

May 19, 1927.

Sir:

There is inclosed the usual annual letter, giving explicit directions for the preparation of the list of papers and documents on hand at your institution which should be listed as of no practical value and of no historical interest. Upon receipt of your list a compilation will be made and the information transmitted to Congress with a request that authority be granted to destroy the useless papers and documents.

Taking into consideration the interruption to usual business during the summer months on account of annual leave, it is considered that it will be necessary for you to undertake this listing immediately in order that it may be sent to the Bureau as promptly as possible for transmission through official channels to Congress.

Please direct that this work be undertaken promptly at your institution.

Respectfully,

M M O'Reilly

Acting Director of the Mint.

Superintendent,
United States Mint,
Philadelphia, Pa.

RG104 E-235 Vol 484

May 20, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

You will find herewith a $1.00 bill for which please send us a bronze medal of Secretary Mellon.

Also please lend to the Bureau a bronze medal of President Coolidge to replace one lent to the Secretary's Office.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

May 20, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bill of the Pennsylvania Railroad Co., $1.18, covering freight charges on two shipments of soap (toilet and grit) March 11 and April 18, New York to Philadelphia, has this day been forwarded to the General Accounting Office for settlement, payable from your 1927 contingent appropriation.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

May 21, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The following is brought to attention regarding your accounts for the month of April 1927.

It is requested that, in future, bullion to be shipped to New York for refining be scheduled on the shipment form, No. 131-A, a supply of which was sent you the latter part of April, instead of on form 906-A which is for use by the recipient of shipped bullion. It is suggested that your supply of form 906-A be sent to New York for their use.

Following is illustration of method of stating payroll column totals, recently prescribed by the General Accounting Office; please use same in future.

	Gross amt. earned	Deductions: Retirement	Deductions: Other	Net amt. paid	
Net amt. chargeable to appropriation	12,995.24	427.65	16.00	12,551.59	
				16.00	Collections
				427.65	Retirement
				12,995.24	Total approved.

Note the double under-score on first column and the designations to be given. When the "Other Deductions" are treated in this manner they will represent expenditures from the salaries and wages appropriation and should be taken up in the accounts as receipts; an example would be

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Philadelphia, Pa. -2-/

a deduction from payroll funds of an overpayment made to an employee on travel account reimbursement. Where the "Other Deductions" represent merely temporary non-payment of earned compensation they should not be taken into the last money column and be approved for payment; such approval will appear on the special voucher when actual payment is made.

Respectfully,

R. J. Grant,
Director of the Mint.

P.

RG104 E-235 Vol 484

May 21, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of May 20th, you are authorized to accept the bid of the American Smelting & Refining Company, amounting to $570.00, F. O. B., your Mint, for melters and refiners sweeps weighing 3.2705 tons; this being the highest of three bids received.

You are also authorized to accept the bid of Lees & Sanders, Ltd., amounting to $540.00, F. O. B. your Mint, for deposit melting room sweeps weighing .8485 ton, this being the highest of three bids received.

Respectfully,

R. J. Grant
Director of the Mint.

OR

RG104 E-235 Vol 484

May 21, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of May 20th and for the reasons stated therein, you are authorized to purchase from G. J. Nikolas & Co., Inc., 5 gallons of Lacquer at $4.55 per gallon, and 5 gallons of Thinner at $3.45 per gallon.

Respectfully,

R. J. Grant
Director of the Mint.

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May 25, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Confirming my telephone communication, please forward to the San Francisco Mint ten obverse dime dies and five reverse dime dies.

Respectfully,

R. J. Grant
Director of the Mint.
MR

May 25, 1927.

Superintendent.
United States Mint,
Philadelphia, Pa.

Sir:

I am forwarding to you to-day by parcel post insured 129.00 ounces of standard gold scrap, value $2400.00, and 36.812 ounces of standard silver scrap of which 22.343 ounces (value $26.00) belongs to the S. S. Dollar account and 14.467 ounces (subsidiary value $18.00) to the subsidiary account.

The following accounts should be credited to San Francisco, Denver and Philadelphia respectively, being the value of metals resulting from special assay coins forwarded to the Bureau up to and including March 31, 1927.

San Francisco	
Gold	$1280.00
Standard silver dollars	12.00
Subsidiary	1.50
Denver	
Standard silver dollars	6.00
Subsidiary	.40
Philadelphia	
Gold	1120.00
Standard silver dollars	8.00
Subsidiary	16.10

Please proceed to make these entries and notify San Francisco and Denver when they have been completed.

Respectfully,

R. J. Grant
Director of the Mint

Q.

RG104 E-235 Vol 484

May 25, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

In regard to your letter of May 24th, relative to the acceptance of bids received for supplies and services for the Mint at Philadelphia during the ensuing fiscal year, please be advised that you are authorized to accept the bids as recommended by you which are understood to have been procurred in accordance with instructions contained in Bureau letters of April 18th, last, and May 14, 1926. Certification as to the reason for accepting other than the lowest bid on charcoal should appear on the proposal.

Respectfully,

R. J. Grant,
Director of the Mint.

P.

RG104 E-235 Vol 484

June 2, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1927.

Salaries and Wages	$48,000.
Contingent Expenses,	12,000.
	60,000.

Respectfully,

M M O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

June 7, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Referring to my letter of today authorizing you to purchase 1,000 pounds of cream of tartar, I would suggest that you refer to the Regulations on page 19 of which you will find paragraph 5 covering this subject.

It is not necessary to apply to the Bureau for authority to purchase consumable supplies used in the ordinary course of business.

Respectfully,

R. J. Grant
Director of the Mint.
GR

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June 7, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward 10 pairs of Nickel Dies to the Mint at Denver.

Respectfully,

R. J. Grant
Director of the Mint.

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June 7, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of June 6th, you are authorized to purchase from the Harshaw, Fuller & Goodwin Company 1,000 pounds of cream of tartar, U. S. P. technical, at 25 1/2¢ per pound, this being the lower of two bids received of three bids asked.

Respectfully,

R. J. Grant
Director of the Mint.

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June 8, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bill of the American Railway Express Co., $1.15, covering express charges on chalk, Washington to Philadelphia, 3/30/27, has this day been forwarded to the General Accounting Office for payment, chargeable to your 1927 contingent appropriation.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

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June 13, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I have for acknowledgment your letter of June 11th, and this letter will be authority for you to accept the proposal of the American Engineering Company to supply your Mint with grey iron castings during the fiscal year ending June 30, 1928, at the rate of $0.04 3/4 per pound.

Respectfully,

R. J. Grant
Director of the Mint.

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June 13, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of June 11th, you are authorized to purchase, as part of the equipment which you will require for chrome-plating, four chemical stoneware tanks (2 of 30-gallon and 2 of 66-gallon capacity) from the General Ceramics Company at a total cost of $140.00, less 1% for payment in 10 days, or a net cost of $138.60; this being the lowest of three bids received.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

June 15, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of June 11th, you are authorized to purchase for your chrome-plating outfit, 3 voltmeters and 4 ammeters from the Frank H. Stewart Electric Co. at a cost of $172.56 less 2% - 10 days, or a net cost of $169.11, this being the lowest of three bids received.

You are also authorized to purchase the copper bars and cable required for this equipment from the Rumsey Electric Company at a cost of $115.00, this being the lower of two bids received of three bids asked.

Respectfully,

R. J. Grant

R. J. Grant
Director of the Mint.

CR

June 15, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Reference is made to Supplement No. 1 of General Accounting Office Regulations No. 43, dated June 3, 1927, copy of which was recently mailed you.

Question has been presented as to whether a separate series of voucher numbers for the Regular Account, for the Minor Coinage Metal Account, and for the Special Deposit Account, should be continued as heretofore. The answer of the General Accounting Office is that these separate series should be continued. The above mentioned Supplement will affect the Mint Service only when the incumbent of the position of Superintendent, or of Assayer in Charge, changes during a fiscal year, when voucher numbers for each account rendered by the new incumbent will begin with number one.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S

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June 15, 1927.

To All Mint Service Institutions.

Gentlemen:

The Bureau has requested at various times, with indifferent success, that Mint Service field offices use the official titles of the appropriations on payrolls, public vouchers, etc. We have now procured rubber stamps carrying such titles and are forwarding under separate cover a set of same for your use. It is expected that these stamps will be used on all payrolls and public vouchers, payable from the appropriations in question. After the close of the fiscal year 1928 the figures 1928 can be cut off the stamps and the stamps used thereafter by indicating the year on the vouchers and payrolls with pen; or, if it is considered worth while because of frequency of use, a new stamp carrying the contingent appropriation title and the new year thereof may be ordered from the General Supply Contractor. If you do not have an ink pad for rubber stamps, please advise the Bureau and one will be forwarded.

Respectfully,

M M O'Reilly

Acting Director of the Mint.

F-

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June 15, 1927.

United States Mint, Philadelphia, Pa.
" " " San Francisco, Calif.
" " " Denver, Colorado.
U. S. Assay Office, New York, N. Y.

Gentlemen:

Quite some time ago the Director's office gathered data from the several mints and assay offices concerning their paper work, with a view to providing record books and blank forms which would accurately and adequately show the information necessary and desirable for proper operation, and with the purpose of standardizing forms so far as practicable and eliminating instances where several different forms performing the same function were being provided to different offices.

The amended forms for the small mints and assay offices have been in use for some time and are giving general satisfaction to those offices, being considered a decided improvement over the old forms.

The tentative proposals for the large offices, as regards distinctively Mint Service business, are now ready for local consideration and are being forwarded under separate cover.

This has been a considerable undertaking and its successful consummation will call for the full cooperation of all those, at each institution, who have to do with operative procedure and record work. I am counting on the full support of the entire Mint Service.

This forms revision should receive very careful consideration by all interested in the methods of conducting mint business as well as by those who make the records. The forms must necessarily reflect procedure and operative routine. They should be adequate for record purposes and for safeguarding transactions and values, but should not be unnecessarily voluminous and should avoid, so far as practicable, repetition of the same data in several records.

In the interest of economy of printing, paper, handling of and accounting for supplies at the Bureau and at field institutions, and for general efficiency purposes the plans herewith submitted contemplate certain changes in procedure along lines of uniformity. Practically all the submitted methods are in use at one or more of our institutions, and are therefore demonstrably practical rather than

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purely theoretical. Effort has been made to select what appeared to be the best methods in use, regardless of where used.

The general disinclination to change operative methods or procedure should not be permitted to prevent the adoption of methods which are adequate when such changes will be in the line of service uniformity. A mere preference, unsupported by sound reasons, should not be allowed to govern action. Doubtless some of each institution's special procedures will become common to all in the finally adopted procedures, while each will relinquish, for the common good, other procedures which, even though adequate, can be changed without sacrificing any essential safeguard or any necessary record. It is certain that many makeshift or adapted blanks, and not infrequent duplications, can be eliminated with profit and economy to the Government.

It is suggested that the Superintendent designate some competent employee to first become generally familiar with the entire submitted scheme of forms and procedure; that those concerned in each department or division then consider the scheme as affecting them; and that apparent inadequacies, if any, be brought to the attention of the local person familiar with the whole scheme, for straightening out misunderstandings, for explaining to the Bureau impracticabilities, if any develop, and for submitting to the Bureau proposals to meet the situation.

Suggested amendments should be supported by a draft of form bearing the number of the one to be displaced, and should fully explain the need as well as method of use - relation to other forms and data, source of data, giving form numbers and titles, for what the data are used, and with illustrative entries, etc.

When decision has finally been made as to the forms which are to be provided, the institutions will be expected to use such forms to the exclusion of all other forms. Old forms will not be revived nor new forms provided unless conclusive showing is made that the forms which have been authorized do not or will not adequately meet the necessities of the service, when used as contemplated. Neither will the use of unauthorized books and blanks be acceptable.

In the designing of forms and record books we are under the necessity of using paper of standard sizes, economically, and without waste incident to trimming. This occasionally may involve the shifting of column sequence previously in use, to avoid placing part of a single column on each side of the fold of a book. However, natural sequence is followed so far as practicable. Column widths of 3/8" for three figures, and horizontal spacings of 1/4" appear to provide for reasonably sized figures, without waste; e. g. _____

_____

_____

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In the use of columnar record books it is often advisable to provide a miscellaneous column for carrying items of infrequent occurrence. This makes the record less cumbersome and provides economy of paper and effort as compared with a form which includes an individual column for each possible class. This miscellaneous column can be readily analyzed at stated intervals and the recapitulation either noted on some unused space on the sheet or placed on a small slip and attached to the page so as not to interfere with the data thereon. In general, it is considered advisable to accumulate items by months, carrying forward to the next month only balances, and carrying the monthly totals to a recapitulation record for providing yearly totals. Columnar analysis or recapitulation books will be provided carrying about 16 columns to the double page. In cases where additional columns are needed they can be readily provided by trimming off two or three edges of a double page, as per accompanying illustration, which will give two or more double pages of columns for a single classification.

It is contemplated that original work shall be verified by one (only) other person; two persons working independently and with the proper degree of care should not make the same error.

A catalogue of available forms will be prepared after this revision is completed.

All data being forwarded should be retained at your institution for future reference and information.

Immediate attention should be given the proposals, and the Bureau will expect replies by August 1, 1927, which should be a sufficient time to permit careful and complete consideration if proceeded with energetically.

The Bureau will be glad to cooperate in providing any suggested improvements over the proposals being forwarded, if they are found to be such; in submitting them care should be taken to explain them fully and to give real reasons therefor, and they should be possible of adaptation to all our institutions performing like functions, as well as carry out the general purposes described in this letter and in the text pertaining to the Bookkeeping Division.

This revision does not include detailed appropriation records, which are subject to the direction of the General Accounting Office, nor records of correspondence, personnel, purchases, stores, cost keeping, and shops jobs.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

RG104 E-235 Vol 484

June 17, 1927.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

I am enclosing for your signature order for the Reducing Machine to be purchased in Paris. Will you please mail this order to the following address, with the accompanying letter, which explains itself.

Respectfully,

R. J. GRANT
Director of the Mint.

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June 25, 1927.

United States Mint, Philadelphia, Pa.
" " " San Francisco, Calif.
" " " Denver, Colorado.
U. S. Assay Office, New York, N. Y.

Gentlemen:

This is our usual request for annual report data, to be forwarded as early as practicable after the close of the current fiscal year. Reference is made to pages 7 to 18 of the last annual report of the Director of the Mint for information concerning the data required. Such portion of the data in question as are regularly furnished the Bureau in monthly or quarterly reports, need not now be repeated unless yearly totals differ from an aggregation of the reported periodical totals, in which case reference should be made to the items in which differences occurred, with indication of the correct data.

As heretofore, information is desired concerning any improvements or material changes from former operating practice.

Please also forward illustrations, with descriptions, of any new design coins which have been issued during the current fiscal year (see page 5 of last year's annual report).

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

OR

RG104 E-235 Vol 484

June 29, 1927.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

In response to your request you are authorized to accept the proposals of Nathan Trotter & Co., to furnish your mint with minor coinage metals as follows:

5,000 pounds tin at ----------$0.67½ per pound.
10,000 " slab zinc at ------- 0.0859 " "

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

June 29, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Appropriations for meeting the expenses of your institution during the fiscal year ending June 30, 1928, have been apportioned as follows:

Salaries and Wages.		Contingent Expenses.
$150,000.00	1st Quarter	$30,000.00
150,000.00	2nd "	25,000.00
143,000.00	3rd "	20,000.00
140,000.00	4th "	25,000.00
15,000.00	Reserve	9,000.00
$598,000.00	Total	$109,000.00

These apportionments have been approved by the Treasury Budget Officer, and must be strictly adhered to; and obligations must not be created during any quarter in excess of the apportionments therefor including unexpended balances, if any, carried forward from previous-quarter apportionments, in advance of the issue of waiver by the Budget Officer, except in emergency involving loss of life or public property.

If conditions arise which would warrant the modifying of these apportionments, explanation of the reasons should accompany your request to this Bureau for such modification, and no obligations should be created in anticipation of such modification.

Quarterly reports covering obligations created, etc., should be continued during the fiscal year 1928, as per directions now in effect for such reports pertaining to the fiscal year 1927.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S

RG104 E-235 Vol 484

June 29, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith please find last sheet of one copy of your Bullion Account Current for the month of May, for amendment concerning assay coins melted, as per pencil notations. Please note that under the heading of "Enclosures" elimination has been indicated of abstract sheet pertaining to bullion deposited in trust, with accompanying assay report, which vouchers do not pertain to the bullion account current but pertain to foreign metals statement. The foreign metals statements, with supporting vouchers, remain in the Mint Bureau files; accounts of metals deposited in trust are not rendered to the General Accounting Office. Also note elimination from the enclosed sheet of the set of papers pertaining to Deposit Melting Room sweeps, which papers pertain to the Special Deposit Account; notation concerning same has been made under the heading "Enclosures" on the Special Deposit Account Current.

Returned herewith please find, for your files, duplicate proposal of The United Gas Improvement Co. pertaining to voucher No. 693. In lieu thereof please forward proposal of the other bidder, which is not with the voucher.

Please refer to your copy of voucher No. 708, for difference in loss on sweeps sold in March, and correct the amount $7,506.08 to $7,506.-99, which is the amount received from the purchaser of the sweeps.

Herewith please find proposal pertaining to voucher No. 755 for signature of the certificate pertaining to authority of the vendor's representative to sign for the firm, and return.

Also enclosed please find for your files three copies of extra proposals pertaining to voucher No. 738.

It is noted that in a number of cases Standard form No. 1036, Abstract of Agreement, accompanies vouchers covering purchases on contracts of the fiscal year 1927. Reference to Bureaus circular letter of April 1, 1927, with accompanying illustrated sample of Standard form No. 1036, will show that this form pertains to agreements rather

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than to purchases. Contracts are agreements, and the 1927 contracts were completed when they were filed with the General Accounting Office; therefore, no supplemental vouchers pertaining to agreement are necessary to support vouchers in payment of purchases made under the contracts already on file. The filing of these Abstracts with current contract-purchase vouchers is superfluous. In this connection it is suggested that the distinction between an agreement, and a purchase resulting from such agreement, should be kept clearly in mind.

Respectfully,

M. M. O'Reilly

L-S

Acting Director of the Mint.

June 30, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please find herewith duplicate and triplicate of the following contracts for the furnishing of supplies to your institution during the fiscal year 1928, which contracts have been approved:

No. T2m-42 - The United Gas Improvement Company.
" T2m-43 - City of Philadelphia, Bureau of Water.
" T2m-44 - " " " Electrical Bureau.
" T2m-45 - The Bell Telephone Co. of Penna.
" T2m-47 - Keystone Telephone Co. of Philadelphia.

The other contracts forwarded with your letter of June 22nd have been referred to the Solicitor of the Treasury Department for consideration prior to approval, since they were submitted on formal contract form No. 670. In this connection it is suggested that form No. 670 be not used for future contracts except in very special cases, such as when you require a bond to guarantee performance, or where other considerations make advisable the use of this formal contract form. In most instances the use of the regular proposal form, with letter of acceptance, should be satisfactory. The latter method is less troublesome in preparation, etc.

It is suggested that, in the future, when the lowest bid is accepted, that fact be established by use of Standard form No. 1036, Abstract of Agreement, in which case it will be unnecessary to file with the Department or General Accounting Office the unaccepted bids.

Contract No. T2m-40, with bond, forwarded with your letter of June 28th, is unaccompanied by Abstract of Agreement or other evidence that the lowest bid was accepted; please forward same.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S
Encl.

RG104 E-235 Vol 484

July 1, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you of the following sums for meeting expenses during the current fiscal year; 1928:

Salaries and Wages - - - - -	$50,000.00
Contingent Expenses - - - -	5,000.00
Freight on Bullion and Coin -	200.00
	55,200.00

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S

RG104 E-235 Vol 484

July 2, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward proposal of the Koehler-Latimer Company to support contract No. T2m-40 for brass castings. This proposal together with synopsis of bids received, which reached the Bureau today, will be sufficient to support the contract.

It is noted that your Cashier's Daily Statement shows a sum of $2,641.14 as paid out from the Appropriation Account, while form 550-A shows that the amount in question was covered into the Treasury by C/D No. 95814, but with the explanation "Unused balances transferred to Regular Account". The Explanation in both cases should have been under the heading "Deposits in the Treasury", with indication on form 550-A of repayment of unused or unexpended balances.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

RG104 E-235 Vol 484

July 6, 1927.

Sir:

For your information and strict observance I am inclosing a copy of Bureau of the Budget Circulars Numbers 102 and 154, covering the purchase of duck and denim drill, sheeting, etc., from the Atlanta Penitentiary.

Respectfully,

R. J. Grant
Director of the Mint.

Superintendent,
United States Mint,
Philadelphia, Pa.

RG104 E-235 Vol 484

June 30, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendations contained in your letter of June 29th, you are authorized to accept the proposal of G. C. Fox on 5,000 yards of 54" drill at $0.2747 per yard, and that of A. Berkman for 10,000 yards of either 48" or 54" muslin, or both, at the prices given, namely, 4,000 yards of 48" at 14½¢ per yard, and 6,000 yards of 54" at 15½¢ per yard; these being the lowest of the bids received.

Respectfully,

R. J. Grant
Director of the Mint.

OR

July 7, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Secretary of the Treasury has, under date of July 6, 1927, approved the promotions of the following named members of your staff in the amounts indicated:

		From		To
Freas Styer, Superintendent	- - -	$5200	-	$5400
John R. Sinnock, Engraver	- - -	4000	-	4200
F. H. Chaffin, Asst Superintendent	- - -	3800	-	3900
W. T. Bartholomew, Supt Coining Dept	- - -	3000	-	3300
Harry A. Powell, Cashier	- - -	2800	-	2900

These increases have been made without changing the grade to which the positions were assigned in 1924. The changes have been made in such positions (exclusive of clerks) as have but one person in the grade. It is felt that opportunity arises throughout the year, through resignations, retirements or separations, to permit the clerks to be advanced in salary. The changes here approved will bring into greater harmony the salaries paid at the major offices of our service.

The matter was not submitted to you for consideration previous to the names being sent to the Secretary for the reason that it seemed important to have the promotions become effective on July 16th in order to carry them in the Budget at these new rates for the fiscal year 1928.

There is doubtless a sufficient amount in your appropriation to permit these advances.

Respectfully,

R. J. Grant
Director of the Mint.

P. S. No oaths required.

RG104 E-235 Vol 484

July 7, 1927.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith please find papers pertaining to your contract for laundry service for the fiscal year 1928. Please note the comments of the Solicitor of the Treasury and return with explanations or corrections as regards execution by the contractor.

Respectfully,

Director of the Mint.

RG104 E-235 Vol 484

July 8, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In reference to the understanding which we have had in regard to coinage, I am writing to ask that you undertake the execution of double eagles immediately upon the resumption of operations the middle of this month and to run to capacity on this denomination, of course, on the 8 hour basis. The Bureau will make every effort to give you instructions as far as possible in advance of any change in this program.

Respectfully,

R. J. Grant
Director of the Mint.

July 8, 1927.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith please find papers pertaining to the Kohler-Latimer contract for furnishing brass castings during the fiscal year 1928, with letter of the Solicitor's office pertaining to execution of the contract and bond. Please return all papers after they have been properly executed. This is another illustration of the advisability of using informal instead of formal contracts except where there are material considerations warranting the execution of very formal documents.

Respectfully,

Director of the Mint.

RG104 E-235 Vol 484

July 8, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a letter of authority for you to subscribe for the Chemical and Metallurgical Engineering Journal and to pay for same in advance from July 1, 1927.

Respectfully,

R. J. Grant
Director of the Mint.

OR

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TREASURY DEPARTMENT TELEGRAM.

WHERE WRITTEN

Washington, July 9, 1927.

Mrs. Virginia Carpenter
United States Mint
Philadelphia Pa.

Compensation Commission has telegraphed hospital to receive Edgar immediately pending further investigation.

O'Reilly
Acting Director.

OFFICIAL BUSINESS,
GOVERNMENT RATES,
CHARGE TREASURY DEPARTMENT, APPROPRIATION FOR Contingent Expenses Office Director of Mint 1928.
The appropriation from which payable must be stated on above line.

DEPARTMENTAL STOCK FORM 2122

RG104 E-235 Vol 484

July 13, 1927.

Mr. William P. Hershey,
U. S. Mint,
Philadelphia, Pa.

Sir:

It is noted that your voucher for reimbursement of expenses incurred in the discharge of official duty from June 14 to July 1, 1927, as a member of the annual settlement committee which met at New York, includes two items for baggage, on June 14 and July 1. Reference is made to Sec. 4, par. 38 and par. 41 of travel regulations requiring indication on voucher of the number and kind of pieces transported, and explanation of necessity for transfer of hand baggage, when charge is made therefor. Please forward the required information to support your voucher.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

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July 15, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from the minor coinage profits, bills of the American Railway Express Company as follows:

K-6-5367, 6-1-27, Philadelphia to Detroit, Mich.	$10,000 cents	$241.20
K-6-5366, 5-25-27, Philadelphia to Nashville, Tenn.	1,000 cents	27.96

Respectfully,

R. J. Grant,
Director of the Mint.

OR

P-A

RG104 E-235 Vol 484

July 16, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of July 15th, you are authorized to accept the proposal of the United Gas Improvement Company to furnish your Mint with 2 semi-steel retorts, 4 worm gears and 4 worms, for the #17 annealing furnaces, at a total cost of $432.00 less 2% 10 days, this being the lower of the bids received.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

July 18, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with our letter of August 3, 1926, please report the savings during the quarter ending June 30, 1927, as a result of not filling vacancies, lapses, etc.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

July 18, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Enclosed please find voucher payable to A. R. Johnston, for reimbursement of travel and other expenses incurred in the discharge of official duty from February 7-12, as a member of the Annual Assay Commission which met at your institution February 9, last. As the amount of this voucher, $111.18, is payable from your contingent appropriation for the year 1927, and as the voucher has been approved for payment in the above amount, it is requested that check in payment of same be forwarded to the payee as soon as practicable.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

P.S.- Approval of the voucher has been given on the understanding that reimbursement has not previously been made; please verify this understanding prior to payment.

RG104 E-235 Vol 484

July 19, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Treasurer's Office has sent the following memorandum to the Bureau; an estimate of the coin required from the Mint at Philadelphia for the remainder of the calendar year, no allowance being made for the balances held by you at this time:

Quarter Dollars	- - - - -	$3,000,000.
Dimes	- - - - -	3,000,000.
Nickels	- - - - -	1,750,000.
Cents	- - - - -	1,600,000.

You understand, of course, that this is an estimate made by the Treasurer's Office and conditions may change these requirements, but at least they give us an idea of the probabilities according to the judgment of the Treasurer's Office.

This letter should not alter the plan for you to continue for the present on double eagles unless the pressure becomes too great through orders from the Treasurer for other coins.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

July 20, 1927.

To All Mint Service Institutions:

The Budget Bureau has called for the estimates of appropriation amounts required for the fiscal year 1929 and it is requested that you submit your estimates (one copy only) so as to reach this Office as early as practicable but not later than August 3rd.

The Secretary directs that all offices endeavor to the utmost to reduce the estimates of appropriations and expenditures to the lowest possible minimum consistent with requirements for efficiency.

As heretofore, data are required for three fiscal years, current, past, next.

The estimates for personal services should be submitted as per the sample form enclosed in Bureau letter of July 14, 1925. The detailed figures in each column must be consistent with the corresponding column totals; that is, when the several average compensations (for the year) are multiplied by the several average numbers receiving such compensations and the results are totaled, the expenditure total will be obtained. Employment for fractions of a year will be stated in tenths; fractions less than one-twentieth will be dropped and one-twentieth or over will be increased to one-tenth.

The estimates and expenditures for objects other than personal services will be prepared for each of the three fiscal years, 1927, 1928, 1929, in accordance with the symbol classification prescribed by the Comptroller General in Bulletin No. 1.

Careful attention should be given to the required details for each of the appropriations as otherwise delays, with further correspondence, may result.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

July 23, 1927.

Confidential.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Secretary's Office is preparing to ship from your Mint to the Assay Office at New York $50,000,000. in double eagles.

It is quite certain that the shipment will be made soon. The tentative date for beginning the shipment is now next Wednesday, but you will, of course, receive formal instructions in advance of that date.

This letter is being written merely to give you preliminary notice in order that you may be able to handle this shipment, amounting to about $18,000,000. during the coming week, and the balance in the week after next.

Please treat this letter as strictly confidential, and await formal advice from the Treasurer's Office before taking any action.

Respectfully,

M. M. O'Reilley

Acting Director of the Mint.

RG104 E-235 Vol 484

July 25, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

When occasion arises, you are authorized to break the joint seal on Vault F, Cages 1 and 6, for the purpose of removing gold coin for shipment.

It is understood that the joint seal will be restored on this vault when the amount of money called for has been removed.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

July 25, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward to the United States Mint at San Francisco ten obverse and five reverse half dollar dies.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

July 26, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bill of the Pennsylvania RR Co., $16.28, for transportation furnished Mr. T. T. Belote, Washington to New York and return to Washington, under authorization of the Assistant Secretary of the Treasury, dated June 23, 1927, was forwarded to the General Accounting Office for settlement on the 25th instant, chargeable to your 1927 contingent appropriation.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

July 26, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith please find papers, other than the originals, pertaining to approved 1928 contracts Nos. T2m-36, T2m-37, T2m-38, T2m-39, T2m-40, T2m-41 and T2m-46.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

E-S
Encls.

RG104 E-235 Vol 484

July 28, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The following bills of the Pennsylvania Railroad company, chargeable to your 1927 contingent appropriation, have this day been forwarded to the General Accounting Office for settlement.

5/17/27	Motor generator set and accessories	Washington to Philadelphia	$11.88
6/4/27	Wiping Rags	Baltimore to Philadelphia	4.50

Respectfully,

M. M. O'Reilly,

Acting Director of the Mint.

RG104 E-235 Vol 484

July 28, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In reply to your letter of July 27th concerning erroneous assignment of voucher numbers at the beginning of the current fiscal year, it is suggested that on the vouchers in question the numbers originally assigned be lined through, but not in such manner as to make the numbers illegible, and that the correct numbers be indicated in the same approximate location. It will then be possible to identify the checks with their corresponding vouchers without difficulty.

On the schedule of regular account vouchers, it is suggested that the numbers in question be entered in their numerical position with the notation "Cancelled".

Respectfully,

M. M. O'Reilly

F-S

Acting Director of the Mint.

RG104 E-235 Vol 484

July 29, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bill of the American Railway Express Co., 54¢, has been presented to this office for payment of express charges on one box containing 149 narcotic inspector badges, shipped May 11, 1927, on Government bill of lading No. 716907, from your institution to Mr. R. S. Jeffreys, Receiving Clerk, Bldg. C, 6th & B Sts. SW, Washington, D. C. The Bureau of Supply states that this shipment was made in accordance with their purchase order No. 25561, dated Feb. 28, 1927, issued as per proposal which specified all delivery charges prepaid.

Please advise the Bureau if this is correct; if so, it will be payable from your contingent appropriation, as will be the case with all other orders similarly accepted.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

July 29, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please forward to the Bureau as promptly as possible the following information for use in the Secretary's Office:

The average time taken to make final payments on deposits of gold bullion, stating separately the time taken for deposits of about $500,000., $1,000,000., and over $1,000,000.

You will, of course, notice that the average time has been requested. It is very important to the interests of the Department to have this information as accurate as possible.

The Bureau will appreciate it if you will expedite this information.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

July 30, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I have looked up the policy of the Department in regard to crediting the appropriations for the manufacture of medals, etc. We are required under a Comptroller General's decision to turn in to the Treasury as a miscellaneous receipt any income for work done for other than Government activities. We are allowed to reimburse our appropriations for work done for other Departments on the ground that Congress contemplated the use of their appropriations for the work done for them, but did not contemplate the use of Mint appropriations for other than the Government's benefit.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

August 1, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Upon inquiry at the Department of Commerce in regard to the possibility of having the reducing machine purchased through a Representative of that Department in Paris, I learned that there was available a reducing machine which would appear to do the work described and which is manufactured by the Keller Mechanical Engineering Corporation, 62 Washington St., Brooklyn, New York. It occurred to me that you might think it worth while to send someone to New York to look at this machine, and if you conclude to do so and will send the name of the person, I will forward a letter of authority to travel. It may be that you will prefer to get in communication with this firm by letter or that you already know about the machine.

Respectfully,

M. W. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

August 2, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The plan proposed in your letter of August 1st for the adjustment of coinage will, in the opinion of the Bureau, be satisfactory to the Department.

This letter will be authority for you to employ temporarily three additional selectors, it being understood that your funds are sufficient to permit this tax on your appropriation without necessitating a change in the apportionment for this quarter and the coming quarter.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

August 2, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1928.

Salaries and Wages	$50,000.
Contingent Expenses	5,000.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

August 5, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The following is noted relative to your accounts for the month of June 1927.

The amount in the "Total" column of the regular account current, opposite Salaries and Wages, has been changed to read $100,751.94 instead of $100,750.94.

It is requested that a statement substantially the same as the enclosed be prepared in duplicate as regards the Wastage and Surplus of Operative Officers and forwarded to support the entries in the bullion accounts - one copy for the General Accounting Office and the other for Bureau files.

Abstract of Agreement attached to Vo. 42 "Minor coinage Metal Fund Account" is herewith returned inviting attention to note on reverse thereof and requesting amplification thereof to cover the difference between the "excess of 1633 lbs" over the 200,000 lbs ordered, and the quantity on the face of voucher for which payment is made, 3172 lbs.

On Form 575 "Bronze List Medals, etc." under the "Army" medals "Washington, before Boston" the number in the "Remaining unsold" column apparently should be 22 instead of 23. On Form 573, Schedule A, in column "Number of Pieces" under the bronze private medals the total should be 583 instead of 133, making a corresponding correction in the "Summary" which had the latter amount carried thereto. These papers are enclosed for correction.

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Philadelphia 2/

Abstract of Agreement attached to No. 760, The Atlantic Refining Co., $8.00 is herewith returned for signature of responsible officer on the reverse thereof.

The number of the certificate of deposit dated June 27, covering the unused balance of bullion gains in the special deposit account, through the regular account current, to the credit of miscellaneous receipts, is 95711 according to the certificate received, instead of 95709 as noted on the reverse of regular account current; please correct your record accordingly.

Immediate return of enclosures is requested.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

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U. S. MINT - PHILADELPHIA.

Bullion settlement - June 30, 1927.

	Fine ounces		Value
For gold surplus - M&R Dept.	247.572		
- Coing Dept.	43.996		
	291.568		$6,027.25
	Ounces	Value	
Silver surplus - M&R Dept.	2,435.41	1/ 1,385.44	
Less silver wastage - Coining Dept	669.50	1/ 380.86	
Net silver surplus			1,004.58
Total surplus of gold and silver - -			7,031.83

For minor metal wastage -

2/ Nickel-M&R Dept	10,710.00		232.20
-Coining Dept	18,203.32		394.67
3/ Bronze-M&R Dept.	37,485.86		357.59
-Coining Dept	24,752.50		236.12
Total minor metal wastage - -		4/	1,220.58

1/ Rate May 31 $0.56887275
2/ " " 0.02168133
3/ " " 0.009539206
4/ Basis of distribution between domestic and foreign accounts:

		Domestic		Foreign	
		Ounces		Ounces	
Nickel-	(Give explanation of basis) ?	21,684.64	$470.15	7,228.68	$156.72
Bronze-	do ?	61,826.96	589.78	411.40	3.93

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August 4, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will confirm telephone communication of this date authorizing you to accept from the Scovill Manufacturing Company 200,000 pounds of nickel blanks at 46¢ per pound, this being the only bid received of three bids asked.

Respectfully,

H. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

August 5, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Regarding Form No. 213, mentioned in paragraph 3, of your letter August 4th, please be advised that the form is now obsolete.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

August 5, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith find voucher of Marsh & McLennan, 5¢, covering insurance charges on shipments of minor coin made during the month of June. The rate 4½¢ per $1000. is correct, but verification of amounts shipped, and computations should be made prior to payment of the voucher from the profits on minor coinage.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

August 5, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bill of the American Railway Express Co., 54¢, express charges on narcotic inspector badges, Philadelphia to Washington, May 11, 1927, has this day been forwarded to the General Accounting Office for settlement, payable from your 1927 contingent appropriation.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

August 6, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please be advised that numbered contracts T2m-50 and T2m-51 have been detached from your July vouchers and are being forwarded to the General Accounting Office for separate filing in the numbered series. As heretofore advised, all numbered contracts must be separately filed and not attached to vouchers. This is true whether or not complete payment on the contract is made by a single public voucher.

We have not yet received contracts numbered T2m-48 and T2m-49; please forward same.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S

RG104 E-235 Vol 484

August 10, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from the minor coinage profits, bill of the American Railway Express Company, as follows:

K-7-6407, June 29, 1927, Philadelphia to Louisville, Ky.
$10,000 in nickels $88.10

Respectfully,

M. M. O'Reilly
Acting Director of the Mint.

P-A

RG104 E-235 Vol 484

August 12, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Virgil Thompson, a colored man now employed at $1,020. as a laborer in one of the departments in Washington, whose home is in Philadelphia, desires to transfer to Philadelphia and would like to get an appointment in the Mint. I understand this man's record is very satisfactory in his present position. He is about 35 years of age, and he is well recommended to the Bureau.

Should a vacancy occur which could be filled by this man, will you please let the Bureau know and we will go further into the particulars of his record with a view of giving him a chance for transfer, if you consent.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

August 12, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau is returning by parcel post the accepted model of the Undersecretary's medal, together with a sketch of the reverse which has been accepted by Mr. Mills.

Will you kindly cause the same to be delivered to the Engraver.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

August 13, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In reference to your letter of August 12th relative to compensation for Government employees totally disabled from injury or occupational disease, the United States Employees' Compensation Commission today advised the Bureau that the length of time for which compensation is paid depends entirely upon the conditions in each case. There are no fixed provisions. A totally disabled employee is supposed to have recurrent examinations by a duly authorized Public Health Official to determine the merits of his case.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

August 15, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am forwarding herewith by registered mail fourteen samples of standard gold representing melts #6209, 6509, 6319, 8056, 8061, 9834 and 9839.

Please have your Assayer determine their gold content and forward the results to this Office.

The gross weight of these samples is one ounce.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

August 16, 1927.

United States Mint, Philadelphia.
" " " San Francisco.
" " " New Orleans.
" " " Carson City.
U. S. Assay Office, Boise.
U. S. " " Salt Lake City.
U. S. " " Seattle.

Gentlemen:

Herewith please find copy of a circular letter dated August 11, 1927, issued by the Chief Clerk of the Treasury Department, concerning absence of abstracts of agreement, Standard form No. 1036, from some of the contracts of the fiscal year 1928, which have been filed in the General Accounting Office. Please forward to this Bureau abstracts of agreement for attaching to each 1928 contract which has not heretofore been so supported. In this connection please note that when lowest bids are accepted, the General Accounting Office is accepting a certificate on form 1036 to that effect, and does not want the unaccepted proposals. Presumably their object is to reduce the quantity of paper which must be placed in their permanent files. Please refer to instructions heretofore given on the subject of agreements, etc.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S
Encl.

RG104 E-235 Vol 484

August 16, 1927.

United States Mint, Philadelphia.
" " " San Francisco.
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RG104 E-235 Vol 484

In reply to second paragraph of your letter of August 8th concerning the filing of numbered contracts with vouchers in payment thereof, when payment is made in full on a single voucher, please note that the quotation from General Regulations No. 51 pertains to "formal" contracts; however, the Bureau will make no objection to your following such procedure with "informal" (or "less formal") contracts unless it meets with disapproval by the General Accounting Office.

Concerning number T2n-48, assigned to your order for a French reducing machine, which order was not accepted by the manufacturer, a sheet will be filed with the General Accounting Office with notation to the effect that this number has been cancelled.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S
Encl.

RG104 E-235 Vol 484

August 16, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will confirm telephone communication of today, authorizing the acceptance of the proposal of the American Smelting & Refining Company to supply your Mint with 200,000 pounds of copper for minor coinage at the rate of $0.13325 per pound; this being the lowest of three bids received.

Respectfully,

W. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

August 16, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau has received a tentative inquiry from the United States Treasurer's Office as to the charge, if any, which you would have to make for stamping bags for $5.00 in 1¢ pieces and $10.00 in 1¢ pieces, together with the legend: "Treasurer of the United States, Washington, D. C." Mr. Fox, the gentleman in charge of this work in the Treasury, is now using a stencil which is awkward and wasteful as to time, and he would like to have the bags printed by you as described above, if this can be done without any great additional expense. Please regard this as a tentative inquiry only, as the matter has not yet been taken up with the Treasurer himself.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

August 17, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

With reference to your annual report for the fiscal year 1927, will you please advise the Bureau of the quantity of nickel and bronze operated upon in the Melting and Refining Department, which data were omitted from form 900.

Your annual report shows receipts of old copper cents during the year, to the value of $110.41, also other old coins of metallic mixtures no longer used. These items do not appear on the quarterly reports on form 474-A, with the exception of $1.00 in old copper cents on the report for September, 1926. Please advise the Bureau if the figures in the annual report are the correct ones, and if so, forward such data, called for by form 474-A, as have not heretofore been furnished for the items in question. Also please take steps to insure that form 474-A regularly includes such items in future.

Respectfully,

M M O'Kelly

Acting Director of the Mint.

F-S

RG104 E-235 Vol 484

August 17, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

For your future guidance, reference is made to the following items pertaining to your contingent appropriation estimates for the fiscal year 1929:

The tabulation carries no estimated 1928 expenditures under symbol 0200, which symbol includes cleaning and toilet supplies for operation of the building. However, under symbol 0280, in addition to coin cleaning supplies, appear items for "cleaning supplies" and "soap". Possibly these should be placed opposite symbol 0200. If not, sufficient additional explanation should be given to establish correct allocation to symbol 0280.

It is also noted that an item of furnace supplies is indicated under symbol 0290. Apparently these should be under symbol 0280.

The item of gold and silver appearing under symbol 0290, and possibly other items thereunder, apparently should be stated under symbol 30 or elsewhere. It is understood that gold and silver are not carried in stock, but when they are procured, you definitely know to what use they will be assigned (symbol 3021). In this connection see note 2 at foot of page 11 of Classification Bulletin No. 1.

It is noted that the Assay Commission expenses were stated under symbol 06, Traveling Expenses; apparently the lunches furnished the Assay Commission should be assigned to symbol 0300.

Under symbol 07, apparently only drayage was reported. Express and freight charges, etc., should in future be assigned to this symbol.

Coins purchased for the numismatic collection should be assigned to symbol 3021; apparently they have not heretofore been classed as equipment.

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The estimates, as submitted, show that you expect to expend during the current fiscal year a net amount of $120,000.00 under the contingent appropriation, although only $109,000.00 are available, and $9,000.00 thereof is reserved.

Respectfully,

M. H. D. Reilly

F-6

Acting Director of the Mint.

RG104 E-235 Vol 484

August 19, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith please find a considerable bundle of deposit certificates and supporting papers pertaining to your accounts for the month of July, 1927, lacking either the signature of the Superintendent in the certificate of value, or the indorsement of the depositor on the receipt for bullion.

These papers are returned at this time, prior to examination of the remainder of the account, in order that you may have more time in which to procure the indorsements of the depositors.

Respectfully,

J. R. O'Reilly

Acting Director of the Mint.

P-S
Encl.

RG104 E-235 Vol 484

August 20, 1927.

To All Mint Service Institutions.

Gentlemen:

The Secretary of the Treasury has called for the usual annual statement of moneys received, from all sources, by Government officers during the prior fiscal year, which have not been paid into the Treasury of the United States. Please forward to the Bureau such a statement; if no such funds were received, that fact should be stated; if funds have been received which have not been paid into the Treasury, the sources of same and amounts should be indicated, together with reason for their not having been covered into the Treasury. Please give this matter your prompt attention.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

✓
F-S

RG104 E-235 Vol 484

August 23, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith find voucher of Marsh & McLennan, $1.05, covering insurance charges on shipments of minor coin made during July 1927. The rate of 4 1/5 cents per $1,000, is correct, but verification of amounts shipped, and computation should be made prior to payment of voucher from the profits on minor coinage.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

August 24, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

It is requested that your report of August appropriation transactions be forwarded promptly after the close of the month, and that it be accompanied by a list of unliquidated encumbrances still outstanding against the 1927 Contingent Appropriation.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-3

RG104 E-235 Vol 484

August 25, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward to the Denver Mint fifteen obverse quarter dollar dies and five reverse quarter dollar dies.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

August 26, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am forwarding to you today by registered mail under separate cover two silver chloride bars, weighing 25.45 and 31.10 ounces respectively, a total of 56.55 ounces.

In exchange, please return inquartation proof silver, (shot form), to this Office.

Respectfully,

M. W. O'Reilly

Q

Acting Director of the Mint.

RG104 E-235 Vol 484

August 26, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a copy of a letter forwarded to Mr. R. J. Emmett which is self-explanatory.

The medals referred to are those stated in your telephone communication as being on hand at the Mint, and include a full set of the Presidential medals; a set of the medals of the Secretaries of the Treasury with the exception of those of Windom, Carlisle and Manning; the Army medals with the exception of General Grant; the Navy medals with the exception of Captain Ingraham.

As you will note from the inclosed letter, the exposition is to cover the period from September 12th to 18th, and it will be necessary for you to pack and ship the medals as promptly as possible to the following address:

Mr. R. J. Emmett, Secretary-Manager,
Tri-State Fair Association,
Amarillo, Texas.

A bond in the sum of $1,000. has been filed in the Department to cover this shipment.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

August 30, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of 56.20 ounces of inquartation proof silver, forwarded by you in exchange for two chloride bars.

Respectfully,

M. M. O'Reel

Q

Acting Director of the Mint.

August 31, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The following is brought to attention regarding your accounts for the month of July.

On the regular account current the opening balance "Contingent Expenses, Public Moneys, 1927", as well as the amount of the "Treasury Deposits" under the same appropriation, has been changed in the Bureau from $2334.73 to $2344.73.

The figures on carbon copy of regular account current are so indistinct as to be practically illegible in many instances, and require retracing. Since this is the Bureau's only record of such data it is again requested that legible carbon copies be furnished. Apparently, in this instance, the copy forwarded was not the "first" carbon copy.

On the bullion account current (last page) credit side, the total has been changed in the Bureau to $27,877,207.80 from $27,877.287.80.

Form 575, "Bronze List-Medals Received, Sold and on Hand", is herewith returned for correction; the columns "On hand" and "Remaining Unsold" are apparently added incorrectly; each being "one" too large.

With reference to the expenditure classification notations on vouchers, it is noted that Vo. No. 48, for water service furnished by the City of Philadelphia, is assigned symbol 1560.

Philadelphia -2-/

This should be 1040. Symbol 1360 is somewhat ambiguous, as stated in Bulletin No. 1, but the Bureau is informed that it is for use in reclamation projects, etc., and that the ordinary procurement of water should be assigned symbol 1040. Voucher No. 3, for one piece of asbestos lumber for a table top, is assigned symbol 0295; apparently this should be allocated under master symbol 30 or 13 - see note 2 at foot of page 11 of classification bulletin.

Kindly return deposit certificates and supporting papers which were forwarded to your office under date of August 19, for the purpose of securing the endorsements of the depositors on the receipts for bullion, and the signature of the Superintendent in the certificates of amounts payable; the account is due at the General Accounting Office September 8.

Respectfully,

W. N. O'Keefe

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

September 1, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from the Minor Coinage Profits, bills of the American Railway Express Company as follows:

K/7/6784, 6-30-1927, Philadelphia to St. Louis, Mo.
$5,000 in cents $139.58
K/7/6785, 7-11-1927, Philadelphia to Atlanta, Ga.
$5,000 in cents 136.13
K/7/6786, 6-11-1927, Philadelphia to New Orleans, La.
$5,000 in cents 179.25
K/7/7116, 7-18-1927, Philadelphia to Louisville, Ky.
$10,000 in nickels)
2,000 in cents) 139.80

Respectfully,

Acting Director of the Mint.

P-A

RG104 E-235 Vol 484

September 1, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Secretary of the Treasury is of the opinion that we should coin a small stock of $2.50 gold pieces to meet the holiday demand.

Will you please advise the Bureau the practicability of coining these pieces before a greater pressure comes for the fall coinage, and how much time it would take to coin approximately $1,000,000.. in these pieces?

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

September 1, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of August 31st, this letter will be authority for you to dispose of the waste material resulting from the melting of bronze, such as crushed crucibles, copper scales, grindings, etc., to White and Brother, Incorporated, upon the following terms:

Crushed crucibles,	$7.40 per net ton,
Copper scale,	.06 3/4 per pound,
Grindings, etc.,	.06 1/2 " " .

It is understood that, although several firms were invited to bid, only one offer was received.

Respectfully,

Wm. M. Mellon

Acting Director of the Mint.

RG104 E-235 Vol 484

September 2, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Reference is made to your letter of September 1st forwarding certain receipts for bullion, and deposit certificates, pertaining to the month of July, and to your inquiry concerning a proposed certificate in lieu of indorsement on receipt for bullion when the depositor cannot be reached for giving such an indorsement after payment.

The Bureau has no means of knowing what action the General Accounting Office may take concerning such an indorsement, but will submit to the General Accounting Office such explanation or certificate as accompanies the papers.

Respectfully,

M. M. O'Reilly

F-S

Acting Director of the Mint.

RG104 E-235 Vol 484

September 5, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the exepnses of your institution during the fiscal year 1928.

Salaries and Wages,	$50,000.00
Contingent Expenses,	5,500.00

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

September 3, 1927.

Superintendent,
U. S. Mint,
Philadelphia:

Sir:

As per your request of August 26th, Vo. No. 46 was indicated on July payroll, in lieu of Voucher No. 91. Changes in various records should be made accordingly.

It is not necessary to obtain authority for cancellation of voucher numbers, but proper notations, to enable tracing and identification of items, should always be made, including notation of the fact of cancellation on schedule of vouchers.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

September 7, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of September 6th, you are authorized to purchase from the Niagara Falls Smelting & Refining Corporation 3,000 pounds of phosphor copper for minor coinage at $16.39 per 100 pounds, less 1/2 of 1% 10 days, this being the lowest of three bids received.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

September 8, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward to the Bureau at your earliest convenience a statement showing copies of all orders for Oregon Trail coins received by you.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

September 9, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bill of the American Ry. Exp. Co., 45¢, covering express charges on plaster casts and designs, Philadelphia to Washington July 25, 1927, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

September 9, 1927.

Superintendnent,
U. S. Mint,
San Francisco, Cal.

Sir:

Bill of the Atchison, Topeka and Santa Fe Ry Co., $2.61, covering freight charges on cheese cloth, Washington to S. F., June 10, has this day been forwarded to the General Accounting Office for settlement, payable from your 1927 contingent appropriation.

Respectfully,

R. J. Grant,
Director of the Mint.

P. T.

RG104 E-235 Vol 484

September 15, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of September 12th, you are authorized to purchase from the George F. Ott Company, 2 copper colanders for use in your whitening room, at a cost of $78.00 each; this being the lower of two bids received of four bids asked.

Respectfully,

M M O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

September 14, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of September 13th, you are authorized to purchase a lot of acid-proof bronze pipe and fittings in addition to the ordinary fittings from the Whitehead Metal Products Company at a cost of approximately $324.00, less 1% - 10, this being the lower of two bids received of three bids asked.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

September 16, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Confirming telephone conversation of today, please forward to the Mint at Denver 15 pairs of nickel dies.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

September 20, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of September 19th, you are authorized to purchase from Nathan Trotter & Company 6,000 pounds of electrolytic zinc at $0.0859 per pound, and 3,500 pounds of Straits pig tin at $0.63 per pound; these prices being the lower of two bids received of three bids asked.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

September 20, 1927.

Sir:

The following excerpt from a letter of the Chief Clerk is self-explanatory.

It is requested that the information requested be submitted on the inclosed form at once.

"Your attention is invited to the provisions of Section 5 of the Deficiency Appropriation Act approved March 4, 1915, which requires the Department to submit to Congress on the first day of the session following the close of the fiscal year a statement relative to typewriting and other machines procured through exchange.

The section referred to reads as follows:

'That the executive departments and other government establishments and all branches of the public service may hereafter exchange typewriters, adding machines, and other similar labor saving devices in part payment for new machines, used for the same purpose as those proposed to be exchanged. There shall be submitted to Congress on the first day of the session following the close of each fiscal year, a report showing as to each exchange hereunder, the make of the article, the period of its use, the allowance therefor, and the article, make thereof and price, including exchange value, paid or to be paid for each article procured through such exchange.'

You are requested to prepare and forward to this office as soon as practicable, a statement in duplicate covering the above described machines purchased by your office for the period from July 1, 1926 to June 30, 1927.

It is requested that the statement be made on the accompanying form so that a uniform report may be submitted.

Respectfully,

(Signed) F. A. Birgfeld
Chief Clerk".

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

September 21, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bill of the American Ry. Exp. Co., 48¢, covering express charges on models and sketches, Philadelphia to Washington, August 4, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

September 21, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a copy of a corrected translation of the coinage laws of Ecuador.

I wish you would have Mr. Sinnock read these laws very carefully and make an examination of the dies we have on hand, make sketches of the changes which would have to be made with explanations of the work and cost, and also figures on what new models would cost.

I am also inclosing copies of letters sent today to Senor Dillon.

Respectfully,

F. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

September 22, 1927.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

I am enclosing a note received to-day through the Division of Printing and Stationery, relative to the photographs which it is proposed to use in our forthcoming Report. Will you please have new photographs made of the coins unless you can have the photographer who made these pictures for you retouch the plates to correct the defects referred to by the Public Printer.

Kindly return the perfected work as soon as possible.

Respectfully,

R. J. GRANT
Director of the Mint.

RG104 E-235 Vol 484

September 23, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of September 22nd, you are authorized to purchase from Sterling Blower Company at a cost of $33.00 net a new fan blower to be used on your centrifugal dryer; this being the higher of two bids received of three bids asked, for the reasons stated in your letter.

The explanation in your letter should accompany the voucher.

Respectfully,

R. J. Grant
Director of the Mint.

September 24, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau is returning herewith for your files the extra papers which accompanied your letter of September 22nd forwarding contract No. T2m-55 with Nathan Trotter & Co. for furnishing your institution with zinc slabs and pig tin.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S
Encl.

OK

RG104 E-235 Vol 484

September 26, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from the minor coinage profits, bills of the American Railway Express Company as follows:

K/S/6225, August 18, 1927, Philadelphia to Detroit, Mich. $10,000 in cents	$241.20
K/S/6224, August 8, 1927, Philadelphia to Detroit, Mich. $10,000 in cents	241.20
K/S/6225, August 24, 1927, Philadelphia to Detroit, Mich. $20,000 in nickels	168.76

Respectfully,

R. J. Grant,
Director of the Mint.

RG104 E-235 Vol 484

September 27, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of September 26th, you are authorized to purchase 200,000 pounds of electrolytic ingot copper for your minor coinage at $0.1536 per pound; this being equal to the lowest of four bids received.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

September 27, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith find voucher of Marsh & McLennan, $2.73, insurance charges on shipments of minor coin made during August 1927. The rate 4 1/5¢ per $1,000., is correct, but computation should be made prior to payment of voucher from the profits on minor coinage.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

September 30, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The following pertains to your accounts for the month of August, 1927.

In the use of the new voucher forms, please be advised that it is not necessary to fill in on face of voucher the "Method of or Absence of Advertising" when vouchers are supported by written agreements. The abstract of agreement takes care of this in such cases. Vos. Nos. 123, 124, 125, 126, 127, 128 and 129 accompanying your accounts are each supported by written agreement; also by abstract thereof, with "Method of or Absence of Advertising" also noted on face of voucher; the latter has been eliminated in the Bureau as its effect is to negative the certificate on the abstract. Please note that the blank in the certificate on face of voucher form pertains only to the following portion of the certificate: "***** that they were procured without written contract, in open market, and with or without advertising, under the circumstances stated in No. ____ of Method **** shown on reverse hereof ****". In connection with the above, voucher No. 130 for adjusting time recorder, $2.10, is returned for amendment by indicating reason for absence of advertising on reverse of voucher (under "3") and for eliminating the accompanying "abstract of agreement" and copy of "order", which are unnecessary and merely add paper to the files. Please again refer to previous directions and to the sample voucher, with notations thereon, sent you some time ago. Also note that while seven recorders were paid for, the identifying numbers of the recorders, Nos. 217958 to 217963, indicate that six were delivered, as per the order.

Vo. No. 114, J. T. Baker Chemical Co., $129.59, and accompanying papers are herewith returned for inspection and correction; according to the certification on face of proposal three bids were received while on the face of the abstract of agreement it is noted that two responded. The certificate on face of proposal that the accepted bid is the lowest, etc.,

RG104 E-235 Vol 484

Philadelphia-2-/

is no longer necessary since this feature in cared for in the certificate on abstract of agreement.

Duplicate copies of Vos. Nos. 75 and 131, are herewith returned for your files.

Last sheet of schedule of disbursements is herewith returned for amendment to include voucher No. 121, $97.92.

Form 575, Bronze List Medals Received, Sold and on Hand is herewith returned for correction; the totals of the "On hand" and "Remaining Unsold" columns are incorrectly added.

The average cost per fine ounce of silver coinage bullion, form 193, on the basis heretofore used, should be $.56696912 instead of $.56678416. The totals of the "cost" column, form 193, minor coinage metal-nickel, should be $85,512.41 instead of $95,512.41. These corrections have been made in the Bureau.

Many of the "typed" names and titles on the payroll are almost illegible, evidencing apparent lack of ink; these original rolls, which go into the permanent files, should be clearly legible.

Vo. No. 107, for gold and silver used in Coast Guard medals, was assigned expenditure symbol No. 5021. While this would be correct for numismatic collection stock, for medals which are to be sold the symbol should evidently be No. 5390, the same as for the medal cases, Vo. No. 95, and plating of bars for the same medals, Vo. No. 120.

Deposit certificate, Memorandum of Bullion Received and Assay Report No. 971, are herewith returned. The title of the payee on the first named paper does not contain "Inc" as a part thereof, whereas on the other two it appears in the title.

Memorandum of Bullion No. 1080, is herewith returned for the signature of the representative of the superintendent.

Respectfully,

Acting Director of the Mint.

RG104 E-235 Vol 484

September 30, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will confirm telephone communication of today, authorizing the acceptance of the following amounts of silver at the prices noted from the firms named:

American Smelting & Refining Co.,	200,000 ounces at	$0.5618
Equitable Eastern Banking Corp.,	200,000 ounces at	$0.5620
Equitable Eastern Banking Corp.,	100,000 ounces at	$0.5615

It is understood that these bids are on the basis of silver 1,000 fine, and include delivery to the Mint building.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

September 30, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Referring to your letter of September 27th, this letter will be authority for you to cancel Bureau letter of September 14th, authorizing you to accept the bid submitted by the Whitehead Metal Products Company, and to substitute the acceptance of the bid of the Whitehead Metal Products Company, amounting to $504.84, less 1%, to supply your Mint with acid proof pipe and fittings to be used in equipping your chrome-plating room; this being the lowest of three bids received of four bids asked.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

September 30, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Referring to your letter of September 28th, recommending an extension of sick leave for Mr. William J. Miller of 9 days up to and including September 21st, the Bureau will need further information in this case. The monthly report of absence for August indicates that Mr. Miller had 25 days and 7 hours annual leave and 18 days sick. The most he can have under any circumstances, including his accumulated credits, will be 30 days sick leave. As he had had 18 days sick leave, only 12 days additional sick leave could be granted beyond August. Taking into consideration the balance of annual leave due him, would we be able to carry him to September 21st, as your letter suggests?

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

October 1, 1927.

United States Mint, Philadelphia, Pa.
" " " San Francisco, Calif.
" " " Denver, Colorado.
U. S. Assay Office, New York, N. Y.

Gentlemen:

The Bureau of the Budget has promulgated standard forms, approved by the President, for use by all Government offices in the making of formal contracts for construction, and for the purchase of supplies.

Formal contracts are those where both parties thereto sign the same document, evidencing the terms of the agreement between them. The forms in question are to be used for all formal contracts executed on and after November 1, 1927.

For supplies purchases there is a set of quite formal documents, evidently intended for use by those services that purchase supplies in very large quantities with very large values, particularly where deliveries are to extend over a considerable time; also a short-form contract (Standard form No. 33) evidently for use where values are not large but where it is considered desirable that a more formal agreement than separate proposal and acceptance (or order) be available in case it should become necessary to enforce compliance by the contractor with the terms of the agreement. It might be stated in this connection that formal contract, carefully drawn, is much more easy of interpretation and enforcement through legal action than is an informal contract. In Mint Service use, where it is considered desirable that a formal contract be executed, and particularly wherever a contractor is required to give bond guaranteeing performance, this short form of contract should be used.

Standard forms have not been prescribed to cover informal written contracts - namely, those consisting of proposal signed by a vendor, and an acceptance, or order, signed by the purchaser (separate documents).

For your information and guidance, sample forms as follows are being forwarded herewith. It is believed that their useby the Mint Service will be very infrequent.

Form No. 22, instructions to bidders.
These instructions are not intended to be applied in full to short-form contracts, but should be considered as a general guide in connection therewith.

RG104 E-235 Vol 484

For construction contracts:
Form No. 20, invitation for bids.
Form No. 21, bid.
Form No. 23, contract.

For very considerable supplies contracts:
Form No. 30, invitation for bids.
Form No. 31, bid.
Form No. 32, contract.

Under separate cover is being forwarded a small supply of short-form supply contracts, standard form No. 33; also continuation sheet, form No. 36; also performance bond, form No. 25. It will be noted that the short-form supply contract will carry the signature of the bidder, also the acceptance signature of the purchaser. This acceptance is not intended to be used in lieu of an order for delivery, although no objection is at present seen to such use in case delivery in full is to be made immediately following the acceptance. For other deliveries the usual order form will be used.

For most Mint Service purchases it is expected that the proposal and order forms heretofore used will be continued. However, if you so desire, the standard short contract form No. 33 may be used in lieu of Mint Service proposal form. In case this standard form is so used, and for the receipt of other than sealed bids, the word "sealed" beginning the first line following the heading "INVITATION" should be stricken out. If this form is used for small purchases, in lieu of our present proposal form, it is probable that in most cases the acceptance blank will take the place of a separate order, by preparing the forms in triplicate, one copy being returned to the bidder in lieu of an order, one copy being retained in your file, and one copy being forwarded with the voucher; possibly an additional copy may be required for the storekeeper's use.

Early reply is requested as to whether you desire to use standard form No. 33 in lieu of our proposal form, and if so, information as to the quantity you will need should be given.

It will be noted that the preparation of formal contracts is far more troublesome than is that of informal contracts, therefore they should be used as sparingly as the interests of the Government will permit.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S
Encl.

RG104 E-235 Vol 484

October 3, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau is in receipt of your letter of October 1st with three bills of the American Railway Express Company covering cost of transportation of minor coin.

Presumably these bills were sent you direct by reason of directions indicated at foot of the bill of lading form that the charges be billed to you. Such directions on the future bills of lading should indicate that the charges are to be billed against the Director of the Mint, Washington, D. C.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

RG104 E-235 Vol 484

October 4, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you of the following sums to meet the expenses of your institution during the fiscal year 1928.

Salaries and Wages - - - - - - -	$50,000.00
Contingent Expenses - - - - - -	5,500.00

Respectfully,

R. H. Grant,
Director of the Mint.

F-S

RG104 E-235 Vol 484

October 4, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Confirming telephone communication of this morning, please forward to the San Francisco Mint ten pairs of double eagle dies.

Respectfully,

R. J. Grant
Director of the Mint.

OR

RG104 E-235 Vol 484

October 5, 1927.

To All Mint Service Institutions.

Gentlemen:

In order to avoid misunderstanding and to overcome possible delay in filling requisitions for forwarding printed forms and record books, please quote in all future requisitions for same the printed words as well as form number appearing in the upper left-hand corner of each form wanted; viz.: "Mint Service", "Standard", "Departmental Stock","Treasurer", "National Banks", etc.

Ordering by form number only, when samples are not available, leaves the Bureau in doubt as to which particular form is desired since similar numbers and titles appear under the various headings.

Respectfully,

R. J. Grant,
Director of the Mint.

H-S

RG104 E-235 Vol 484

October 5, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I have your letter of October 1st relative to extension of leave for Mr. William J. Miller.

Your request that Mr. Miller be granted 9 days extension of leave on account of sickness, making his total absence on account of sickness 27 days, is hereby approved.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

October 5, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In reply to your request in paragraph 6 of letter of October 3, 1927, for further ruling concerning the assignment of expenditure symbol for gold and silver to be used in Coast Guard medals, the following is submitted:

While it is true that these metals are procured for manufacturing purposes, the articles to be manufactured are stores for resale, rather than museum or art gallery equipment. Therefore, the assignment of symbol 3390 would be in conformity with note 2 at foot of page 11 of classification pamphlet.

These medals are not for use as Mint Service, or Government, equipment. Their eventual charge as a Government expense will come when they are paid for by the Coast Guard; at that time the proper symbol chargeable might be 1380. It would therefore seem that this clearing account (3390), would more accurately express the classification intent, even though the articles are manufactured (rather than purchased) for resale. See also paragraph 33 on page 15 of pamphlet.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

RG104 E-235 Vol 484

October 8, 1927.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

Please cause to be prepared and shipped to the Treasurer of the Phillippine Islands, Manila, the following coinage dies dated 1928:-

Five centavo, nine reverse.
One centavo, forty-five (45) pairs.
Small letter M as mint mark should be placed thereon.
Coinage collars for five centavo, six pieces.
Coinage collars for one centavo, fourteen pieces.

The War Department requests us to notify the Bureau of Insular Affairs when shipment is made so that the Acting Governor General may be advised by cable.

Respectfully,

R. J. GRANT
Director of the Mint.

RG104 E-235 Vol 484

October 11, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please prepare and forward to the United States Assay Office at Seattle, Washington, 10 ounces of proof gold.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

October 11, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from the minor coinage profits, bills of the American Railway Express Company as follows:

K/9/8574, 8-22-27, Philadelphia to Louisville, Ky.
$10,000 in nickels . . . . . $ 88.82
K/9/8575, 8-24-27, Philadelphia to Louisville, Ky.
$20,000 in nickels 177.64
K/9/8576, 8-29-27, Philadelphia to Chicago, Ill.
$25,000 in cents 654.65

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P-A

RG104 E-235 Vol 484

October 12, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of October 11th, you are authorized to purchase from the Niagara Falls Smelting & Refining Company 4,000 pounds of phosphor-copper for minor coinage at $0.1639 per pound, less 1/2 of 1% 10 days; this being the lower of two bids received of three bids asked.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

October 13, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from the minor coinage profits, bills of the American Railway Express Company as follows:

K/9/8790, 9-7-27, Philadelphia to Chicago, Ill.
$25,000 in cents $654.65
K/9/8791, 8-27-27, Philadelphia to New Orleans, La.
$25,000 in nickels 305.35

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P-A

RG104 E-235 Vol 484

October 14, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Confirming telephone communication of today, please forward to the Denver Mint fifteen pairs of one-cent dies.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

October 15, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Complying with your request of October 14th, you are authorized to purchase from The Globe-Wernicke Company, one typewriter desk, listed in the General Supply Committee Schedule as item 9524 (e) (1) (aa), or(2)(aa).

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

October 18, 1927.

Sir:

The inclosed is forwarded for your information and guidance, particular attention being invited to the last paragraph of Bulletin No. 58 of the Chief Coordinator.

You understand, of course, that you are not to purchase rubber stamps; they will be furnished to you by the Bureau of Supply.

Respectfully,

R. J. Grant
Director of the Mint.

Superintendent,
United States Mint,
Philadelphia, Pa.

RG104 E-235 Vol 484

October 18, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of October 17th, you are authorized to purchase from M. Segal 50 dozen pairs of reversible buckskin mittens at $10.30 per dozen pairs; this being the lowest of three bids received.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

October 20, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of October 3rd, you are authorized to purchase from the Riverside Metal Company, 100,000 pounds of standard U. S. 5¢ nickel blanks at 45¢ per pound, less 1% 10 days; this being the lower of two bids received of three bids asked.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

October 21, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith find voucher of Marsh & McLennan, $6.68, insurance charges on shipments of minor coin made during September 1927. The rate 4 1/5¢ per $1,000, is correct, but computation should be made prior to payment of voucher from the profits on minor coinage.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

October 21, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of October 20th, you are authorized to accept the bid of the American Smelting and Refining Company to purchase from you 10,098 pounds net of M. & R. sweeps at $1,975.00, and the bid of the Irvington Smelting and Refining Company to purchase from you 3,457 pounds net of Coiner's sweeps at $1,268.92, both bids being F. O. B., Philadelphia Mint; these prices being the highest of three bids received of six asked.

Respectfully,

R. S. Grant
Director of the Mint.

RG104 E-235 Vol 484

October 21, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Confirming telephone communication of this date, you are authorized to accept the proposals of the following named firms to supply your Mint with silver for subsidiary coinage at the prices indicated:

Equitable Eastern Banking Corporation
100,000 ounces @ $0.5655
150,000 " 0.5650

American Metals Company
50,000 ounces @ $0.5675,

American Smelting & Refining Company
100,000 ounces @ $0.5659
100,000 " 0.5665.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

October 24, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Confirming telephone communication of this date, you are authorized to accept the proposal of American Smelting & Refining Company to furnish your Mint with 200,000 pounds of copper for minor coinage at $0.1332 per pound; this being the lowest of four bids received.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

October 25, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

With reference to the correspondence concerning proposed general revision of forms, will you please forward to the Bureau copies of a typical day's M. & R. Department records of silver ingot making, preferably of a day when silver melting predominated and the ingots were for more than one silver denomination. It is particularly desired to more fully learn the method of using form 820-A, Ingot Melting Report, also method of aggregating the several bar weights (gross and fine), etc., that make up the day's primary charge to the melting room.

If you keep a separate record of clippings, as seems to be indicated on page 4 of Mr. Coleman's memorandum of July 11, 1927, please forward a sample of same, with number of the form used therefor.

We have typical entries on form 184, Ingot Making Work Book, and on form 275, Ingot melting Identification Record, so these need not be included in the data forwarded in response to this request.

The sample of form 867, Receipts and Deliveries of Ingots and clippings, with suggested changes, mentioned on last page of Mr. Coleman's memorandum, was not received.

Respectfully,

M. McReelly
Acting Director of the Mint.

F-S

RG104 E-235 Vol 484

October 26, 1927.

To All Mint Service Institutions.

Gentlemen:

For some years it has been the practice to segregate, by districts, Alaska's gold and silver production, as per form 61-B. This segregation by districts may be discontinued, since there has been no call for the information for a long time.

Respectfully,

M. M. O'Reilly

F-S

Acting Director of the Mint.

RG104 E-235 Vol 484

October 25, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

By direction of the Secretary of the Treasury, this Bureau has sent to Mrs. Robert von Moschzisker a letter of introduction to you, requesting you to admit her to the Mint.

This letter is being written to you for the purpose of asking you to see that every courtesy is extended to Mrs. von Moschzisker.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

October 27, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please prepare and forward to the United States Mint at Carson, Nevada, the following:

Proof Gold - - - - - 5 ounces;
Proof Silver - - - - 25 ounces.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

October 29, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward to the United States Mint at Denver twenty pairs of one-cent coinage dies.

Respectfully,

R. J. Grant
Director of the Mint.

AR

RG104 E-235 Vol 484

November 1, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from the minor coinage profits, bills of the American Ry. Exp. Co. as follows:

K/9/9030	9/10/27	Phila.	to Louisville,	$2,000.	in cents	$51.08
K/9/9031	9/8/27	do	Cleveland	5,000	do	99.90
K/9/9032	9/10/27	do	New Orleans	25,000	nickels	305.35
K/9/9035	9/13/27	do	Nashville	3,000	cents	83.76
K/9/9303	9/10/27	do	Atlanta	5,000	do	136.13
K/9/9306	9/20/27	do	Chicago	25,000	do	654.65
K/9/9308	9/3/27	do	Memphis	3,000	do	96.19

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

November 2, 1927.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1928.

Salaries and Wages	$50,000.00
Contingent Expenses	10,000.00
Freight on Bullion, etc	200.00

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

November 3, 1927.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

The following pertains to your accounts for the month of September.

Duplicate copy of Vo. No. 16, Special Deposit Account, Postmaster, $56.80, is herewith returned for your files.

Vo. No. 21, Special Deposit Account, is herewith returned for inspection and correction; the weight of the shipment evidently should be 1100 lbs. instead of 2200 lbs., for 20 pouches instead of 40 pouches.

Vo. No. 30, Marsh & McLennan, $2.73, is herewith returned for amendment; on the reverse of the voucher the amount for which approved, the date and the office are not given.

The reference "2" noted in the space for "Method of or Absence of Advertising" on face of vouchers Nos. 132, 133, 134 and 135, has been eliminated. This should be left blank when the agreement is written, as the matter is cared for on the abstract of agreement.

Proposal supporting voucher No. 171 is enclosed for notation thereon of meaning of the specified condition that the dater must be "Aurora or same".

Vo. No. 139 is for 12 rubber stamps, $1.08, purchased from the General Supply Contractor. Reference is made to the Bureau's circular letter of July 25, 1927, directing that in future rubber stamps be requisitioned through the Bureau since they are not chargeable to your appropriation but to one under the jurisdiction of the Chief Clerk of the Treasury Department.

RG104 E-235 Vol 484

Philadelphia-2-/

On Vou. Nos. 168, 170 and 190 are a number of items of small tools, files, etc., assigned equipment expenditure symbols. Apparently these could more properly be assigned symbol 0282 - see note 2 at foot of page 23 of the expenditure symbol pamphlet.

On the August payroll Mary S. Corcoran, Katherine M. Rivel and Gertrude C. McCarthy, helpers at $4.40 per diem, each are charged with one-half hour leave without pay; the former was credited with one cent more as gross amount earned, and charged with 1¢ less for retirement, than the other two. The amounts shown in the salary tables should be used in all instances.

Please forward for attaching to the vouchers pertaining to the sale of old material, explanation of absence of proceeds from the "copper scale" item awarded to the purchaser of the other material.

Total silver value reported on form 61-A for July-Sept. receipts by sources, is 80¢ more than the total carried in the accounts. Please advise of the necessary adjustment to bring form 61-A into harmony with the accounts.

Deposit Certificates Nos. 1193 to 1198, 1201 to 1205, and 1207 to 1209 inclusive, which are signed F. H. Chaffin per Rhine R. Freed, are herewith returned for correction. The person signing official documents must sign either as Superintendent or Acting Superintendent, in accordance with his authority.

On deposit No. 1462, partly paid in gold bars, sufficient gold was acquired in excess of the bar payments, to warrant an alloy charge of 1¢. This is for future guidance and does not contemplate collection of this small short charge.

Deposit Certificate No. 1510 is herewith returned for correction as to the name of the depositor; the firm's letter head reads Carl Schon, Inc., and their letter transmitting the deposit was so signed.

Form 980-B, accompanying deposit certificate No. 1366 to the Bureau, is herewith returned for your files.

Philadelphia -3-/

It appears that on September 9th you received from Atlanta $17,900 in silver dollars, later finding that included in the $17,900 were $200 in uncurrent halves. The halves were then transferred from the bullion fund to the recoinage fund. In the "Cash" account of your account current only $17,600 (net amount) appear as having been received on transfer, the $200 having been taken directly into the recoinage assets, with the result that the Treasurer's statement of total bullion fund transfers, both in and out, is $200 more than can be found on your account current. In future similar cases please show the full amount taken into the bullion fund, and show the transfers to the recoinage fund on the line "Transfer to recoinage fund for recoinage" on the right side of the "Cash" account.

Respectfully,

R. J. Grant,
Director of the Mint.

P E

RG104 E-235 Vol 484

November 3, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a copy of Undersecretary Mills' medal in the color in which he desires to have all future orders for this medal finished.

The inclosed medal should be retained by you as a sample in order that you may be able to obtain this color and finish on all future medals.

Please send another one like it as soon as possible to replace this one.

I would suggest that you forward an account for the six silver medals and three bronze medals as soon as you can reproduce one to take the place of this one returned as a guide for color.

Respectfully,

R. J. Grant
Director of the Mint.

cR

RG104 E-235 Vol 484

November 5, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Confirming telephone communication of today, please prepare and forward ten pairs of one-cent dies to the United States Mint at San Francisco.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

November 3, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am returning herewith the papers in the case of Mr. Adam Pietz, with the request that they be corrected to indicate that Mr. Pietz has been appointed Assistant Engraver, and not Assistant to the Engraver.

You will note that on the approval sent from the Secretary's Office the title has been changed to Assistant Engraver.

Respectfully,

R. J. Grant
Director of the Mint.

OR

RG104 E-235 Vol 484

November 4, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

You will find inclosed $1., for which please send to this Bureau a Lincoln medal.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

November 4, 1927.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Your statement of appropriation transactions for the month of October has been received. In regard to the contingent appropriation 1927, it is noted, according to Bureau records, that encumbrances unliquidated at the close of October is $8.95, which apparently covers order No. 849, the amount of which is $7.42, listed on statement of "Unliquidated Encumbrances" accompanying your letter of September 2. In view of the fact that your unexpended balance for the 1927 contingent appropriation has recently been redeposited in the Treasury, information is requested as to whether the above unliquidated item is to be cancelled.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

November 5, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Your attention is invited to the following items contained in your requisition for stationery as well as similar items furnished October, 1926, and April, 1927, under the impression that an oversight might have been made in the quantities requested at this time, especially so in regard to inks.

	October 1926	April 1927	November 1927
Sponge cups	1 Doz.	3 Doz.	3 Doz.
Steel ink erasers	- - - - - - - -	2 Doz.	2 Doz.
Ink, writing fluid, black	12 Qts.	- - - - - - - -	24 Qts.
" Red	- - - - - - - -	12 3-oz. Btl.	24 Pts.
" Fountain pen	12 4-oz. Btl.	- - - - - - - -	24 4-oz. Btl.
Sengbusch ink stands, red	- - - - - - - -	6 Each	6 Each
" " " black	- - - - - - - -	6 "	6 "

Under the instructions printed on the stationery form, it is stated that inks cannot be furnished during the winter months; but upon receipt of your reply, requisition will be amended, approved, and forwarded.

Respectfully,

R. J. Grant,
Director of the Mint.

H-S

RG104 E-235 Vol 484

November 7, 1927.

Sir:

The Secretary of the Treasury, Division of Appointments, has issued an order relative to a report covering employees in the Field Service. This report should be submitted by you to this Office as soon as possible after the close of each month, so that this Bureau can make a consolidated report to the Secretary's Office promptly.

The report should show the number of employees at the close of the preceding month; permanent and temporary employees to be shown separately; additions and separations occurring during the month to be shown; you are to report only those on a pay status at the last of the month, and those on leave without pay.

A mimeographed copy of the form to be used is inclosed. Additional copies of this form will be furnished later.

Respectfully,

R. W. Grant
Director of the Mint.

Superintendent,
United States Mint,
Philadelphia, Pa.
Make first report as of November 1, 1927.

RG104 E-235 Vol 484

November 7, 1927.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Your letter of the 5th instant relative to your accounts for the month of September has been received. In regard to par. 5, page 1, thereof, please be advised that the voucher in question will be forwarded to the General Accounting Office with the accounts and that no further action relative thereto need be taken at this time, pending receipt of notification of whatever action the General Accounting may direct.

With regard to par. 2, page 2, it is considered advisable, in view of the small amount involved, not to make any further adjustment in the pay of the employees noted.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

November 7, 1927.

To All Mint Service Institutions.

Gentlemen:

The following is an abstract of a decision of the Comptroller General of the United States, dated October 24, 1927, which is quoted for your information and future guidance.

"Advertising for spare parts for upkeep of machinery should be done in accordance with Sec. 3709 R. S., the fact that spare parts relate to a particular make of machinery does not preclude necessity of advertising. The general rule is to advertise for proposals and it must be shown how it was ascertained that none other than maker of machinery in question could furnish spare parts. See also: Digest 78-726, 1 Comp. Gen. 748, 5 Id. 963, 17 Op. Atty. Gen. 84, contain rule not requiring advertising for patented articles."

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

RG104 E-235 Vol 484

November 8, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

You will find herewith $4. in cash, in payment for four medals sent to Mr. Redpath.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

November 8, 1927.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from minor coinage profits, bills of the American Railway Express Company, as follows:

K/9/9034	8/25/27	Phila. to St. Louis	$10,000.00	nickels	$96.59
K/10/9609	9/14/27	to Richmond	5,000.00	cents	74.03
K/10/9608	9/22/27	to to	5,000.00	cents	74.03

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

November 9, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am again inclosing the blank form of bond for Mr. Hilberd Ott.

The Appointment Division of the Secretary's Office regrets that we have given you so much trouble in this case.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

November 9, 1927.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

In regard to the statement of appropriation transactions which is rendered monthly to the Bureau by your office, it is requested, starting with the November statement, that another column be added thereto, to the extreme right, headed "Encumbrances Unliquidated". It is desired that the total "encumbrances unliquidated" at the close of the particular month for which the statement is rendered be shown therein, opposite its pertinent appropriation title, substantially as indicated below.

Appropriation:	Enc. Set Up	Payments	Enc. Liquidated	Enc. Unliquidated
Salaries 1928	12,854.88	12,854.88	12,854.88	
Contg. 1927		105.22	25.00	516.15 *
do 1928	1,278.54	1,76.38	1,845.35	1,219.94 *

*Includes Non-local.

The non-local items to be listed in the regular manner, separately as heretofore, with the unliquidated balance thereof included as indicated above, unless separate indication thereof is preferred.

Respectfully,

M M. O'Reilly

Acting Director of the Mint.

P. F.

November 9, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am forwarding to you today under separate cover by insured parcel post 209.0875 troy ounces of standard gold scrap, value $3,890., and 89.499 troy ounces of standard silver scrap, of which 73.90625 ounces, (value $86.), belong to the standard silver dollar account, and 15.59275 ounces, (value $19.40), to the subsidiary account.

The following accounts should be credited to San Francisco, Denver and Philadelphia respectively, being the value of metals resulting from special assay coins forwarded to the Bureau up to and including September 30, 1927:

	San Francisco	Denver	Philadelphia
Gold	$1,480.	$280.	$2,130.
S S Dollars	14.	44.	28.
Subsidiary	9.	3.50	6.90

Please proceed to make these entries, and notify the Mints at San Francisco and Denver when they have been completed.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Q.

RG104 E-235 Vol 484

November 10, 1927.

United States Mint, Philadelphia, Pa.
" " " San Francisco, Calif.
" " " Denver, Colorado.
U. S. Assay Office, New York, N. Y.

Gentlemen:

Reprint of the Cashier's Daily Statement, form 231-A, recently became necessary, and the opportunity was taken for making a needed revision of the form.

There is being enclosed herewith a sample copy of the new edition carrying pencil notations indicating the principal changes, and, in some instances, indicating the intended method of showing certain items.

Your future requisitions will be filled from the stock of revised blanks; it is suggested that the old blanks be used up before beginning use of the new.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S
Encl.

RG104 E-235 Vol 484

November 10, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Confirming telephone communication of today, you are hereby authorized to make the following purchases of fine silver; the prices including delivery to your Mint:

United Metals Selling Co.,	50,000	ounces	at	$0.57525	per	oz
Cerro de Pasco Copper Corp.,	50,000	"	"	0.5780	"	"
American Metal Co., Ltd.,	50,000	"	"	0.5766	"	"
American Metal Co., Ltd.,	50,000	"	"	0.5775	"	"
American Smelting and Refining Co.,	100,000	"	"	0.5775	"	"
American Smelting and Refining Co.,	100,000	"	"	0.5780	"	"
Equitable Eastern Banking Corp.,	100,000	"	"	0.5778	"	"

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

November 11, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Some time ago attention was called to the fact that a number of Guards, (Frizzie, Murray, Lacey, Lewis, Simkovitz), transferred to the position of Helper temporarily, had not had deductions made for the retirement fund. It is understood that an effort is being made to collect the amount, and this Bureau would like to be advised as to what progress is being made to close up this account with the Pension Office.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

November 11, 1927.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Bill of the Pennsylvania Ry. Co., $2.08, freight charges on bag seals, Newark to Philadelphia, Sept. 7, 1927, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

November 14, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of November 12th, you are authorized to purchase one gyratory sifting machine for use in your sweep cellar from Frederic B. Stevens, Inc., at a cost of $195.00, this being the lowest of three bids received.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

November 15, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of November 14th, you are authorized to purchase the following metals required for your minor coinage:

15,000 pounds of electrolytic zinc at $0.0829 per pound; this being the lower of two bids received of four asked; and

5,500 pounds of "straits" tin at $0.38¾ per pound; this being the only bid received of four asked; both metals to be purchased from Nathan Trotter and Company.

Respectfully,

R. J. Grant
Director of the Mint.

OR

November 16, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

You will find herewith personal check of Honorable Ogden L. Mills, Undersecretary of the Treasury, for $33.30, in payment of the inclosed invoice.

Respectfully,

R. J. Grant
Director of the Mint.

OR

November 17, 1927.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from the minor coinage profits, bills of the American Railway Express Company as follows:

K/10/9879, 9/22/27 Philadelphia to Cleveland, O. $5,000.00 in cents	$99.90
K/10/9874, 10/4/27 Philadelphia to Chicago, Ill. $25,000.00 in cents	654.65

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P.

RG104 E-235 Vol 484

November 22, 1927.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Herewith find voucher of Marsh & McLennan, $8.90, insurance charges on shipments of minor coin made during the month of October. The rate of 4 1/5¢ per $1,000 is correct, but computation should be made prior to payment of voucher from the profits on minor coinage.

Respectfully,

H. J. Grant,
Director of the Mint.

OR

P. F.

RG104 E-235 Vol 484

November 23, 1927.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from the minor coinage profits, bills of the American Railway Express Company as follows:

K/10/10119 10/12/27	Philadelphia to Richmond $5,000.00 in cents	$74.03
K/10/10117 10/10/27	Philadelphia to Little Rock $5,000.00 in nickels	61.11
K/10/10114 9/27/27	Philadelphia ro Memphia $10,000.00 in nickels	109.91
K/10/10113 10/1/27	Philadelphia to Birmingham $ 2,000.00 in cents	57.29
K/10/10115 9/21/27	Philadelphia to Memphis $10,000.00 in nickels	206.02

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

November 23, 1927.

United States Mint, Philadelphia, Pa.
" " " San Francisco, Calif.
" " " Denver, Colorado.
U. S. Assay Office, New York, N. Y.

Gentlemen:

Herewith please find copy of memorandum No. 34 dated November 9, 1927, of the Interdepartmental Board of Simplified Office Procedure. This is for your information and compliance with the request that properly certified commercial invoices be accepted and attached to the regular public voucher form in lieu of requiring vendors to make certification on the voucher form. In this connection please see directions heretofore given concerning use of the new voucher forms.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S
Encl.

RG104 E-235 Vol 484

November 25, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Your monthly reports of coin received for melting, for the period July-September, 1927, give a total of $77,635.00 in silver coin, while the quarterly report on form 74-A gives a total of $74,100.71. Please advise of the necessary changes to bring these amounts into agreement.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

GR

RG104 E-235 Vol 484

November 26, 1927.

To All Mint Service Institutions.

Gentlemen:

Please forward as early in December as practicable the usual statement on form 61 of gold and silver receipts during the eleven months of the year, plus estimated receipts during December. Ounces only are required, not values. The estimate for December may be combined with the other figures, or separately stated, as you prefer.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

RG104 E-235 Vol 484

November 30, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of November 29th, you are authorized to purchase from the Riverside Metal Company approximately 3,500 pounds of bronze strips, in three different sizes, for use in making medals, at 22¢ per pound, this being the lower of two bids received of three asked.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

November 30, 1927.

To All Mint Service Institutions.

Gentlemen:

Please find enclosed herewith, for your information and guidance, a copy of decision of the Comptroller General of the United States, dated October 29, 1927, concerning purchases from other than the lowest bidders.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S
Encl.

RG104 E-235 Vol 484

November 30, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of November 30th, you are authorized to purchase from Wm. Ayres & Sons, Inc., 1,000 pounds of heavy blanket pieces, used for padding in fire mitts, at 15¢ per pound, less 2% cash discount, this being the lowest of three bids received.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

December 1, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Returned herewith please find voucher in favor of Mr. Belote for travel expenses, payable in the sum of $20.88. While Mr. Belote would have been entitled to 50¢ additional for subsistence if he had claimed it, as per notation on voucher and per your letter of yesterday, there is no occasion for paying the additional 50¢ since he did not claim it.

Respectfully,

M. A. O'Reilly

Acting Director of the Mint.

F-S
Encl.

December 1, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will confirm telephone communication of today, authorizing you to accept the following bids on silver for subsidiary coinage:

American Metals Company,
100,000 ounces at $0.5839 per ounce,
100,000 " " 0.5842 " "
125,000 " " 0.5845 " "

American Smelting & Refining Company,
50,000 ounces at $0.5841 per ounce,
50,000 " " 0.5845 " "

Equitable Eastern Banking Corporation,
75,000 ounces at $0.5845 per ounce.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

December 1, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from the minor coinage profits, bills of the American Railway Express Company as follows:

K/10/10362, 9-28-27, Philadelphia to St. Louis, Mo.
$5,000 in cents)
$10,000 in nickels) $236.17
K/10/10365, 10-19-27, Philadelphia to Detroit, Mich.
$10,000 in cents 241.20
K/10/10368, 10-5-27, Philadelphia to Atlanta, Ga.
$5,000 in cents 136.13

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P-A

RG104 E-235 Vol 484

December 1, 1927.

To All Mint Service Institutions.

Gentlemen:

The Traffic Manager of the Treasury Department has recently brought to attention the absence of monthly reports from the Mint Service, covering freight transportation authorized during the prior month, and requires such reports in the future.

It is therefore requested that steps be taken to insure that in every case where a Government Bill of Lading covering freight shipment is issued, one of the carbon copies of the bill of lading be immediately forwarded to the Bureau. This practice should be continued until you are authorized to discontinue same.

Respectfully,

M. M. O'Reilly

F-S

Acting Director of the Mint.

RG104 E-235 Vol 484

December 8, 1927.

United States Mint, Philadelphia, Pa.
" " " San Francisco, Calif.
" " " Denver, Colorado.

Gentlemen:

It is requested that your monthly reports, of domestic coins received for melting, be forwarded promptly at the close of the month to which they pertain, and that they include nickel coin and bronze coin (separately), as well as gold and silver coin. The denominations need not be separately reported. These are to be used by the Bureau early in the month following that to which they pertain. The amounts given monthly should check closely with the quarterly reports on forms 474-A and 61-A, but slight discrepancies which may occur, between the monthly reports and the quarterly reports, need not be corrected as to monthly reports.

On the report for the month of November, please include, as separate items, the nickel and bronze coins for the month of October.

Respectfully,

W. M. O'Reilly

F-S

Acting Director of the Mint.

December 2, 1927.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1928.

Salaries and Wages	$45,000
Contingent Expenses	5,000

Respectfully,

M M O'Reilly

Acting Director of the Mint.

P. F.

December 5, 1927.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

The following pertains to your accounts for the month of October.

Abstracts of agreements attached to Vo. Nos. 215 and 241 are herewith returned for the signature of the Superintendent.

The amount of the parting and refining charge on deposit No. 2006, 78¢, is in the alloy column on the bullion abstract sheet and included in the total thereof; correction has been made in this office - please note on your copy.

Memorandum of Bullion Received No. 1647 is herewith returned for the signature of the representative of the Superintendent.

Deposit Certificate No. 1674 is herewith returned for the signature of the Superintendent.

The reports on M&R and coining department sweeps sold are enclosed herewith for your information and return. It is noted that the gold and silver content are figured on the net weight (gross less tare), no deduction having been made for moisture. Since it is understood that moisture is always present, explanation is requested.

Prompt reply is requested as the accounts are about due in the General Accounting Office.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

December 8, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau has been having difficulty in preparing the annual budget personnel estimates, particularly the most recent ones, because of changes during the prior year in the pay rates of per-diem employees. The following is quoted from Budget Bureau Circular No. 210 dated July 5, 1927:

"The following salary ranges will be used for grouping positions in the field service:

Salary ranges:

$7,500 and over		
5,000 to $7,500;	average,	$6,750
5,200 to 6,000;	average,	5,600
3,800 to 5,000;	average,	4,400
3,300 to 3,900;	average,	3,600
3,000 to 3,600;	average,	3,300
2,700 to 3,300;	average,	3,000
2,400 to 3,000;	average,	2,700
2,100 to 2,700;	average,	2,400
1,860 to 2,400;	average,	2,100

Salary ranges - Continued.

$1,680 to $2,040;	average,	$1,860
1,500 to 1,860;	average,	1,680
1,320 to 1,680;	average,	1,500
1,140 to 1,500;	average,	1,320
1,020 to 1,260;	average,	1,140
900 to 1,140;	average,	1,020
780 to 1,020;	average,	900
600 to 780;	average,	690
420 to 600;	average,	510
240 to 420;	average,	330

"The detailed figures in each column relative to the average number of employees and average salary should agree with the total of the column, except where disagreement is occasioned by omitting odd cents when under 50 cents and increasing to $1 when 50 cents or over.

"When a position is occupied for less than a full year, the fraction should be stated decimally in tenths; fractions less than one-twentieth will be dropped and fractions one-twentieth or over will be increased to one-tenth."

It will be noted from the above quotation that each position must be assigned to one of the several salary ranges therein mentioned. The Bureau must also combine, by ranges, the positions of all the ten Mint Field Service institutions, on a comparable basis for the three years included in each budget; also, the data must be consistent within narrow limits. In view of the difficulties in compilation of the data heretofore received from the field offices, it is considered advisable that in future each of the large ones compile, from month to month, the data necessary for making up the annual budget. In

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order to accomplish this with as little extra effort as possible it will be necessary to re-arrange the pay rolls, grouping together all of the positions that come under each sub-division of each of the several ranges, as they appear in the budget. It will then be possible to take off from each pay roll, on a card prepared for the purpose, the amounts earned by each of the several groups, with the number of days worked by each group, and at the end of the year to make computation of average number of positions employed in each subdivision of each range, also to compute the average salary for each such group.

The salary ranges prescribed by the budget circular have, for convenience, been numbered from 1 to 20. A copy of your list of positions, received with your most recent annual estimates, is enclosed herewith, carrying indication (by range number) of the range to which each position has been assigned for preparation of the current and prior budgets. These range assignments should be continued, in order that the data for the three years always under consideration in each budget may be clearly comparable. A copy of the budget personal service data for 1927 and 1928 is also enclosed for your information and guidance.

A supply of cards is being forwarded under separate cover, and herewith a sample card with entries showing method of use. A separate card will be required for each group, or subdivision, of each range. One card should be carried for all temporary employees, regardless of the rates of pay involved. The positions should be arranged on pay roll in the following order: First, by range, next, by group in the range, next, by rate of pay with the highest first, and next, alphabetically. It will probably be advisable to re-arrange the pay roll numbers of the employees in the same order that they will appear on the pay roll, leaving a few blank numbers in each range for possible increases in force.

It will also probably be advisable to indicate on the personnel card now kept for each employee, the range assigned to the position held by him. This will aid in tracing or locating items.

It is suggested that the re-arrangement of pay rolls be made effective January 1, 1928, and that when the next annual estimates are prepared for the Bureau, they be made as nearly consistent as possible without compiling the pay-roll data for the first half of the current fiscal year, unless such compiling, at odd times between now and next July, is prefared by you and is found necessary in order to get closely consistent results for the year.

Sample of pay roll arrangement:

<u>Range average $2,100</u>

Senior Clerk -		
Jones, J. J.	$2,200	
Brown, P. S.	2,100	
Asst. Cashier -		
Lewis, L. F.	2,200	
Foreman -		
Stair, M. M.		6.80
Noack, J. T.		6.76

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Skilled Workman -	
Bounds, R. D.	6.80
Cahill, O. R.	6.80
Maul, R. V.	6.80
Offut, M. A.	6.80
Auld, D. F.	6.76
Looker, L. L.	6.76

Please keep in mind that the information required by budget officers, and by Congress, is on a position basis, not on a person basis. To illustrate, one position could be held, at different periods during a year, by two or more persons, at different rates within the range to which the position belongs. Therefore, when there is a temporary vacancy in a position, such as is caused by a death or resignation of a regular employee, with the incidental time required for selecting a new person, the position should be continued on the pay roll and on these budget cards, the name-space and money-spaces on roll being left blank, and on these budget cards the days for which no payment is made being shown in the column "Pay status days deducted." Changes in positions should be shown, however, when they are permanent or semi-permanent.

When requisition is made - say in April - for next year's supply of budget cards, suggestions are invited for making them more convenient for use.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S
Encl.

RG104 E-235 Vol 484

December 8, 1927.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Herewith for payment from profits on minor coinage, bills of the American Railway Express Comapny as follows:

K/10/10629	10/24/27	Philad	to Richmond $10,000 in cents	$148.05
K/10/10631	10/15/27	Do	to Cleveland $5,000 in cents	99.90
K/10/10633	10/26/27	Do	to Little Rock $2,000 in cents	71.78
K/10/10635	10/22/27	Do	to Chicago $25,000 in cents	654.65

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

December 9, 1927.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will confirm approval of the acceptance of the following offers of silver for subsidiary coinage:-

American Smelting & Refining Company.

100,000	ounces	at	$0.5850
100,000	"	"	0.5853
50,000	"	"	0.5860

Equitable Eastern Banking Corp.

80,000	ounces	at	$0.5858
75,000	"	at	.5862
75,000	"	at	.5867

Respectfully,

R. J. GRANT
Director of the Mint.

RG104 E-235 Vol 484

December 9, 1927.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Bill of the Pennsylvania RR Co., $16.28, for transportation furnished Mr. T. T. Belote, Washington to New York and return, November 21, 1927, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

December 9, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith I am returning voucher with supporting papers, forwarded in your letter of December 7th, for rental charges on oxygen cylinders from April 1, 1927, to October 4, 1927, at 25¢ per week, $7.00.

The expense appears to be a proper charge against your contingent appropriation, but since it is a service charge it pertains to the fiscal years during which the service was rendered. Therefore the amount should be divided between the 1927 and 1928 appropriations. It is also noted that the period April 1 to October 4 is one of 27 instead of 28 weeks, and that the voucher therefore carries an overcharge of 25¢, for one week. It is also noted that the contents of the cylinder, when received, were worth approximately $2.50, so that, as a matter of economy, it apparently would have been advisable to return the cylinder even though it was not empty, rather than to let the rental charges accrue to the extent of $6.75.

Requisition is being approved for advance to you of the sum of $3.25 under the appropriation, Contingent Expenses, Mint at Philadelphia, 1927, for payment of this bill.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S
Encl.

RG104 E-235 Vol 484

December 9, 1927.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will confirm telephone message approving acceptance of the proposal of the Cerro De Pasco Mining Company to supply your Mint with 50,000 ounces of silver at $0.5864 per ounce.

Respectfully,

R. J. GRANT
Director of the Mint.

RG104 E-235 Vol 484

December 10, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

As you are aware, the Bureau is limited in its time for examining and adjusting the monthly accounts, to 30 days after their receipt, while you have 20 days after the close of each month for rendering the accounts. In nearly all cases correspondence is necessary before the accounts are ready for forwarding to the General Accounting Office; such correspondence requires, for the far western offices, practically two weeks, making it necessary that the Bureau give attention to the western accounts before taking up yours.

For informative and reference purposes we need and are glad to have your duplicate accounts current with supporting vouchers, sub-vouchers, etc., at the earliest practicable date after the close of each month. However, if the originals of the accounts current were not forwarded until about the 15th it would permit a more even distribution and easier handling of our work, since our time therefor begins to run from date of receipt of these principal documents.

Respectfully,

R. J. Grant,
Director of the Mint.

F.S

December 13, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith returned please find the papers which accompanied your letter of December 10th concerning bills of the United Gas Improvement Company for gas estimated to have been used in the Assay Department of the Philadelphia Mint during the months of June to September, 1927, but not registered by the gas meter.

It is suggested that vouchers in favor of the gas company be prepared and paid in the amounts claimed by them; namely, $30 for June and $150 for July to September, inclusive. It is also suggested that the usual certification that the bill is "correct and just", etc., be amended by eliminating the words "correct and". It is also suggested that the vouchers be accompanied by the letter of the gas company and their bill forms, which latter have printed on the reverse the terms and regulations indicating method for determining amount due in case the meter ceases to register the quantity consumed. The vouchers should also be accompanied by a signed statement by the Superintendent of the Mint, containing the information in third and last paragraphs of your

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letter of December 10th.

While the contract with the gas company may not include their terms and regulations, their method of determining amount due in cases where the meter fails to register the quantity consumed is a commonly accepted one and is generally understood, and it is believed that the vouchers will receive the approval of the General Accounting Office if supported as suggested above.

Requisition is being approved for advance to you of the sum of $30 under your 1927 contingent appropriation.

Respectfully,

R. J. Grant,
Director of the Mint.

E-S
Encl.

RG104 E-235 Vol 484

December 18, 1927.

Superintendent U. S. Mint,
Philadelphia, Pa.

Sir:

If you have extra copies of the Report of the Annual Assay Commission for the years 1920, 1923 and 1925 will you please send two copies of each to the Bureau upon receipt of this letter.

Respectfully,

R. J. GRANT
Director of the Mint.

RG104 E-235 Vol 484

December 14, 1927.

Superintendent U. S. Mint,
Philadelphia, Pa.

Sir:

Will you please cause to be prepared and forwarded the following 1928 coinage dies:

	San Francisco		DENVER	
	Obverse	Reverse	Obverse	Reverse
Double Eagles----	5	-	10	10
Standard Dollar-	10	10	-	-
Half Dollar -----	5	5	5	5
Quarter Dollar -	10	5	5	5
Dime ----------	10	10	5	5
Nickel --------	10	-	5	5
Cent ----------	10	10	5	5

Respectfully,

R. J. GRANT
Director of the Mint.

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December 14, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from the minor coinage profits, bills of the American Railway Express Company as follows:

K/11/10927, 10-31-27, Philadelphia to Birmingham, Ala. $2,000 in cents	$ 57.29
K/11/10926, 11-2-27, Philadelphia to Birmingham, Ala. $2,000 in cents	57.29
K/11/10925, 11-1-27, Philadelphia to Louisville, Ky. $20,000 in nickels	177.84
K/11/10923, 11-2-27, Philadelphia to Chicago, Ill. $25,000 in cents	654.66
K/11/10922, 11-1-27, Philadelphia to Atlanta, Ga. $5,000 in cents	136.13
K/11/10921, 10-27-27, Philadelphia to Cincinnati, Ohio $5,000 in cents	115.43
K/11/10920, 10-15-27, Philadelphia to Cincinnati, Ohio $5,000 in cents	115.43

Respectfully,

R. J. Grant, Director of the Mint.

P-A

RG104 E-235 Vol 484

December 14, 1927.

Superintendent U. S. Mint,
Philadelphia, Pa.

Sir:

Will you please forward the following amounts of proof metals to the institutions named:-

Assay Office at New York, 50 ounces proof gold.

Mint at San Francisco, 50 ounces proof gold
25 ounces proof silver.

Respectfully,

R. J. GRANT
Director of the Mint.

RG104 E-235 Vol 484

December 20, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith returned please find the sheets which accompanied your letter of December 17th, covering rearrangement of your pay roll to be made effective January 1st. Pencil notations have been made thereon, part of which are doubtless superfluous; others indicate variations from the allocations given in Bureau letter of December 8th.

It is noted that, as compared with the budget data forwarded you December 8th, you have fifteen vacancies at the present time, one of which is off-set by a temporary assistant engraver. Will you please advise the Bureau, in accordance with next to last paragraph of our letter of December 8th, which of these vacancies are expected to be permanent or semi-permanent, with resulting elimination thereof from the pay roll.

Respectfully,

R. J. Grant,
Director of the Mint.

R-S
Encl.

RG104 E-235 Vol 484

December 20, 1927.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Bill of the Pullman Company, $1.88, covering cost of one seat, Washington to New York, November 11, 1927, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation. The above was furnished Mr. T. T. Belote.

Respectfully,

R. J. Grant,
Director of the Mint.

R. F.

RG104 E-235 Vol 484

December 20, 1927.

Superintendent U. S. Mint,
Philadelphia, Pa.

Sir:

Responding to your request of December 19, 1927, you are authorized to purchase from A. Berkman, approximately 5,000 yards of drill, 54" wide, at $0.28½ per yard; 5,000 yards of muslin, 54" wide, at $0.16½ per yard and the equivalent of 2500 yards of 28" goods to be used for workmen's aprons and sleeves, in lieu of which A. Berkman has offered 1300 yards of olive-drab drill 59/60" wide at $0.31 per yard.

It is understood that the bids of A. Berkman is the most advantageous for the Government. It is further understood that none of the materials above can be obtained from the Atlanta Penetentiary.

Respectfully,

R. L. GRANT
Director of the Mint.

RG104 E-235 Vol 484

December 21, 1927.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from the profits on minor coinage, bills of the American Railway Express Company as follows:

K/11/11244	11/ 8/27	Phila. to	Cleveland	$15,000 in nickels	
				10,000 in cents	$306.34
K/11/11245	11/ 3/27	do	do	5,000 in cents	99.90
K/11/11246	11/10/27	do	Richmond	15,000 do	222.08
K/11/11248	10/ 4/27	do	Memphis	10,000 in nickels	109.91
K/11/11249	10/20/27	do	do	10,000 do	
				2,000 in cents	174.00
K/11/11250	11/ 4/27	do	do	10,000 in nickels	
				2,000 in cents	174.00
K/11/11251	10/27/27	do	do	10,000 in nickels	
				2,000 in cents	174.00
K/11/11529	11/15/27	do	Chicago	25,000 in cents	654.65
K/11/11532	11/19/27	do	do	50,000 in nickels	455.20

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

December 21, 1927.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The following pertains to your accounts for the month of November.

Form 575, Bronze List-Medals Received, Sold and On Hand, has been corrected in the Bureau to read $336.25 instead of $334.90 in the total of the column "Amount Received", of the second section; the final total of the sheet $410.30 is correct; kindly correct your records accordingly.

On the schedule of collections the amount of certificate of deposit No. 98714, dated November 14, should be $15.91 as reimbursement to the contingent fund instead of $75.91 as reported. The total amount carried to the account current is correct; the above being for your information to correct retained papers.

Vs. No. 313 is for 6 desk pads, $3.12. These are classed as stationery and are not properly chargeable to your appropriation; they should have been requisitioned on the Chief Clerk of the Treasury Department, through the Bureau. Please take no further action concerning this item unless directed by the General Accounting Office.

It is requested that in future the receipts of special assay coin scrap from the Bureau be separately scheduled on the bullion abstract sheet, following the total of the regular deposits, showing values from each mint, under gold, subsidiary silver and dollar silver.

Respectfully,

R. J. Grant,
Director of the Mint.

F. F.

RG104 E-235 Vol 484

December 21, 1927.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Herewith find voucher of Marsh & McLennan, $16.34, insurance charges on shipments of minor coin made during the month of November, 1927. The rate 4 1/5¢ per $1,000 is correct, but computation should be made prior to payment of voucher from the profits on minor coinage.

Respectfully,

R. J. Grant,
Director of the Mint.

OR

P. F.

RG104 E-235 Vol 484

December 22, 1927.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

In accordance with your recommendation you are authorized to accept the proposals of the following firms to purchase scrap materials at the following rates:-

The Globe Iron and Metal Co.

Approximately 1,000 pounds scrap bronze, brass and copper, at $9.25 per 100 lbs.
Approximately 10,000 pounds scrap steel and iron at $0.46 per 100 lbs.

Henry A. Hitner's Sons Company.

Approximately 2,800 pounds of dye steel at $0.41½ per 100 lbs.

Respectfully,

R. J. GRANT
Director of the Mint.

RG104 E-235 Vol 484

December 27, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith please find a questionaire prepared by the General Accounting Office, on procedure for collection of moneys due the United States, also circular letter of explanation. Will you kindly fill in the questionaire to indicate procedure at the Philadelphia Mint, and return same to the Bureau promptly.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S
Encl.

RG104 E-235 Vol 484

December 30, 1927.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of December 29, 1927, you are authorized to accept the proposal of the Vesuvius Crucible Company to supply your mint with 200 Mint special #70 graphite crucibles at $9.40 each, less 1% for payment in 10 days.

Respectfully,

s

Acting Director of the Mint.

RG104 E-235 Vol 484

January 3, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from the minor coinage profits, bills of the American Railway Express Company as follows:

K/11/11784, 11-28-27, Philadelphia to Charlotte, N. Car.
$3,000 in cents $62.03
K/11/11785, 11-23-27, Philadelphia to Atlanta, Ga.
$10,000 in cents 272.25
K/11/11783, 11-25-27, Philadelphia to Little Rock, Ark.
$2,500 in cents 89.68
K/11/11782, 11-26-27, Philadelphia to Detroit, Mich.
$20,000 in nickels 168.76
K/11/11781, 11-22-27, Philadelphia to Detroit, Mich.
$10,000 in cents 241.20
K/11/11780, 11-23-27, Philadelphia to Chicago, Ill.
$25,000 in cents 654.65
K/11/11778, 11-9-27, Philadelphia to St. Louis, Mo.
$10,000 in nickels 96.59
K/11/11779, 11-3-27, Philadelphia to St. Louis, Mo.
$5,000 in cents)
$10,000 in nickels) 236.17
K/11/11777, 11-8-27, Philadelphia to St. Louis, Mo.
$10,000 in nickels 96.59
K/11/11776, 10-21-27, Philadelphia to St. Louis, Mo.
$5,000 in cents 139.58

Respectfully,

R. J. Grant,
Director of the Mint.

P-A

RG104 E-235 Vol 484

Jan. 3, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Voucher payable to the estate of William J. Miller, late Assistant Engraver at your mint, for salary for the period September 1-22, 1927, $141.31, has this day been forwarded to the General Accounting Office for settlement.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

January 3, 1928.

United States Mint, Philadelphia, Pa.
" " " San Francisco, Calif.
" " " Denver, Colorado.

Gentlemen:

Reference is made to Bureau letter of December 2, 1927, relative to the reporting of domestic coin received for melting. As stated therein, it is desired that amounts reported monthly will, in future, check closely with the corresponding quarterly totals reported on forms 474-A and 61-A, and that they include nickel coin and bronze coin.

It is also desired that you report, at this time, any adjustments necessary to bring the amounts, reported monthly, into agreement as of December 31, 1927, with the figures that are reported on the quarterly basis. This is for the purpose of avoiding either duplications in future periods or omissions for prior periods.

Please give this matter early attention.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

RG104 E-235 Vol 484

Jan. 4, 1928.

Superintendent,
US Mint,
Phila. Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1928.

Salaries and Wages	$50,000.
Contingent Expenses	10,000.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

Jan. 4, 1928.

Superintendent,
US Mint,
Phila. Pa.

Sir:

Bill of the Pennsylvania RR Co., $1.50, freight charges on seals, Newark to Philadelphia, Nov. 16, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

January 7, 1928.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

Will you please cause to be prepared and forwarded to the following address one silver medal of Mr. S. Parker Gilbert, together with a blue leather case for the same, and in addition a blue leather case for the Gilbert Medal sent earlier this week. The Silver medal now being asked for, and the two blue leather cases to go together:-

Miss Marion C. Gilbert
Spencer Court,
Dana Street,
Cambridge, Massachusetts.

Please send the bill, made out to Mr. Gilbert, under cover to this Bureau.

Respectfully,

R. J. Grant

R. J. GRANT
Director of the Mint.

January 10, 1928.

Superintendent,
US Mint,
Phila. Pa.

Sir:

Herewith, for payment from profits on minor coinage, bills of the American Railway Express Company, as follows:

K/12/12021	11/26/27	Philad. to	Cleveland	$10,000 in nickels		
				5,000 in cents		$170.96
K/12/12019	11/19/27	do	do	5,000	do	99.90
K/12/12017	11/17/27	do	Cincinnati	5,000	do	115.43
K/12/12016	11/30/27	do	Chicago	25,000	do	654.65
K/12/12022	12/ 1/27	do	Cleveland	10,000	do	199.80

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

January 16, 1928.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

Referring to your letter of January 11, 1928, relative to calculation of sick leave, the following is the method which should be used:-

	Regular 1924		Accumulated				Used		Accumulated. (For following year.)
1924	10		---				--		10
1925	10	+	10	=	20	-	12	=	8
1926	10	+	8	=	18	-	13	=	5
1927	10	+	5	=	15	-	13	=	2
1928	10	+	2	=	12				

In meritorious cases the Superintendent may recommend to the Bureau that the man who has but 12 days due under the regulations shall have sick leave extension up to 30 days if necessary.

Respectfully,

R. J. GRANT
Director of the Mint.

RG104 E-235 Vol 484

January 18, 1928.

Dear Mr. Chaffin:

I am enclosing the correspondence sent over with your letter of the 14th, and would suggest that you return the affidavit which you are asked to sign with the request for its revision in accordance with your wishes.

I am also enclosing a copy of RULE IX of the Department, a copy of the first paragraph of which I suggest you send to Mr. Bateman with instructions for him to file the required affidavit. This should be sent by you to the Department and I will then take the necessary steps to allow you to release copies of any required documents in the interest of the Ontario Mining Association and in cooperation with the Association in overtaking highgrading.

Respectfully,

R. J. Grant

R. J. GRANT
Director of the Mint.

January 18, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from the minor coinage profits, bills of the American Railway Express Company as follows:

K/12/12273, 10-28-27, Philadelphia to New Orleans, La.
$25,000 in nickels $506.35
K/12/12275, 11-26-27 Philadelphia to Cincinnati, Ohio
$10,000 in nickels }
$5,000 in cents } 196.48
K/12/12276, 11-26-27, Philadelphia to Cincinnati, Ohio
$10,000 in nickels 81.05
K/12/12277, 12-3-27, Philadelphia to Cincinnati, Ohio
$5,000 in cents 115.43
K/12/12280, 12-1-27, Philadelphia to Nashville, Tenn.
$2,000 in cents 55.91
K/12/12281, 12-12-27, Philadelphia to Charlotte, N. Car.
$2,000 in nickels }
$5,000 in cents } 118.05
K/12/12283, 12-5-27, Philadelphia to Chicago, Ill.
$50,000 in nickels 455.20

Respectfully,

E. J. Grant,
Director of the Mint.

P-1

January 10, 1920.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward at once amended report on form 474-A of minor coin from Treasury melted during December quarter. Some was omitted from report received today. Some $146,000.00 were melted in October.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

January 19, 1928.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will confirm telephone instructions to forward the following dies to the institutions named:-

Denver, ten pairs each nickel and one-cent dies.

San Francisco, ten obverse standard silver dollar dies.

Respectfully,

M. M. O'Reilley

For R. J. GRANT
Director of the Mint.

RG104 E-235 Vol 484

January 30, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Bill of the Pennsylvania RR Co., $4.61, freight charges on wiping rags, Brooklyn to Philadelphia, December 22, 1927, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

R. J. Grant,
Director of the Mint.

D. F.

RG104 E-235 Vol 484

January 21, 1928.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of January 20, enclosing a letter received from the National Bank of Commerce in regard to coinage for Ecuador.

It is noted that the letter of Mr. Mantille, In Charge of the Legation of Ecuador at Washington, states that he is awaiting Instructions from his Government. This Department has not received formal instructions from the State Department that the terms offered by us to cover the coinage have been accepted, and we are not yet in receipt of sufficient information to proceed with the preparation of the dies. Nothing may be done by the Mint in the absence of further instructions from the State Department.

Respectfully,

R. J. GRANT
Director of the Mint.

RG104 E-235 Vol 484

January 23, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Herewith find voucher of Marsh & McLennan, $14.70, insurance charges on shipments of minor coin made during the month of December. The rate 4 1/5¢ per $1,000 is correct, but computation should be made prior to payment of voucher from the profits on minor coinage.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol.484

January 25, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Will you please give immediate consideration to the enclosures pertaining to a proposed Standard Form "Purchase or Shipping Order", and return same promptly with any comment considered pertinent?

Respectfully,

R. J. Grant,
Director of the Mint.

F-S
Encl.

RG104 E-235 Vol 484

January 28, 1928.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

Authority is granted to purchase from M. Segal 15 dozen pairs of buckskin gloves at $9.75 per dozen pairs, this being the lowest of three bids received. It is also understood that the gloves are to remain the property of the Government and to be burned when worn out so as to recover whatever particles of the precious metals may adhere to them.

Respectfully,

R. J. GRAUP
Director of the Mint.

OR

RG104 E-235 Vol 484

January 24, 1928

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from profits on minor coinage, bills of the American Railway Express Company as follows.

K/12/12492	12/ 6/27	Phila.	to Detroit	$20,000	in cents	
				20,000	in nickels	$651.06
K/12/12496	11/26/27	do	to Memphis	2,000	in cents	64.19
K/12/12497	12/ 5/27	do	to do	10,000	in nickels	
				2,000	in cents	174.00
K/12/12498	11/21/27	do	to New Orleans	5,000	in cents	179.25
K/12/12499	11/16/27	do	to do	25,000	in nickels	305.35
K/12/12500	12/ 8/27	do	to Cleveland	5,000	in cents	99.90
K/12/12501	12/14/27	do	to Louisville	10,000	in nickels)	139.80
				2,000	in cents)	
K/12/12502	12/ 5/27	do	to do	10,000	in nickels	
				2,000	in cents	139.80
K/12/12505	12/13/27	do	to Chicago	25,000	in cents	654.65
K/12/12506	12/15/27	do	to do	50,000	in nickels	455.20

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

January 27, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Bill of the Pennsylvania RR Co., $9.80, transportation charges for Mr. R. A. Dimon, Washington to Philadelphia and return, January 8, 1928, has this day been forwarded to the General Accounting Office, for settlement, payable from your 1928 contingent approriation.

Respectfully,

M. M. O'Reilly

Acting
Director of the Mint.

P. F.

RG104 E-235 Vol 484

January 27, 1928.

Superintendent U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will be authority for you to accept the proposal of J. H. Decker, Son & Co., Johnstown, N. Y., to furnish your Mint with 50 dozen pairs of reversible buckskin mittens, at $9.50 per dozen pairs, this being the lowest of three bids received.

It is understood that the mittens are for the use of men in the rolling room, that they remain the property of the Government, and that they will be burned when worn out, so as to recover whatever of the precious metals may adhere to them.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

January 27, 1926.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

Will you please cause replies to be prepared to the questions contained in the enclosed document received from the Director of the Mint at Buenos Ayres. The document is to be returned to this office that it may be transmitted through the proper channels to the sender.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Enclosure

RG104 E-235 Vol 484

Carson City, Nevada

January 26, 1928

Mint, Bureau of the Mint,
Washington, D. C.

Sir:

Finally, send proof g. 11 and silver, ordered October 28, 1927, as supply is getting low.

Respectfully,

Annie F. Mercer
Assayer in Charge

Bureau of the Mint,
January 27, 1928.

Respectfully referred to the Superintendent, U.S.Mint, Carson, Nevada, and attention invited to letter from Bureau dated October 27, 1927.

(Proof Gold -----5 ounces
Proof silver 25 ounces.)

M. O'Reilly
Acting Director of the Mint.

RG104 E-235 Vol 484

January 28, 1928.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will confirm telephone communication authorizing you to accept the proposal of the Seaboard Refractories Company, amounting to $166.20, less 1½% to furnish 18 muffles at $8.40 each and 50 supports for the same at 30¢ each, this being the most advantageous bid received.

Respectfully,

R. J. GRANT
Director of the Mint.

RG104 E-235 Vol 484

February 2, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

The following pertains to your accounts for the month of December .

Deposit Certificate and Receipt for Bullion No. 2808 are herewith returned for correction of the Deposit Certificate as to name of the depositor, to Naselow instead of Naselow, to agree with signature on the receipt for bullion.

While the assay reports shown as inclosures with the Special Deposit Account Current support collections taken into that account, they also support expenditures in the Bullion account; and in conformity with past practice are being filed with the Bullion account and noted as inclosures therewith. Support of a disbursement with a voucher is probably of more importance than similar support of a collection.

The following corrections have been made in the Bureau and you are requested to correct your records accordingly: On the reverse of the regular account current the total of the Treasury Deposits should be $1,171,927.81 instead of $1,171,927.18; on Form 193, Pittman silver, the balance on hand December 1, in the "cost" column, should be $283,854.04 instead of $281,854.04; and the total under "Analysis of Balance due US" on reverse of special deposit account current, should be $12,569.72 instead of $12,579.72.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

February 2, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from the minor coinage profits, bills of the American Railway Express Company as follows:

K/12/12794, 12-21-27, Philadelphia to Richmond, Va.	
$10,000 in cents	$148.05
K/12/12797, 12-17-27, Philadelphia to Memphis, Tenn.	
$2,000 in cents	64.19
K/12/12799, 12-20-27, Philadelphia to Chicago, Ill.	
$25,000 in cents	654.65
K/12/12800, 12-10-27, Philadelphia to Birmingham, Ala.	
$2,000 in nickels }	
$2,000 in cents }	76.97
K/12/12801, 12-15-27, Philadelphia to Birmingham, Ala.	
$1,000 in cents	28.65

Respectfully,

R. J. Grant,
Director of the Mint.

P-A

RG104 E-235 Vol 484

February 2, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1928.

Salaries and Wages,	$50,000.00
Contingent Expenses	10,000.00

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

February 4, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Reference is made to 3rd paragraph of your letter of February 3rd concerning the manner of handling, in the accounts, surplus bullion from the Deposits Division of your institution.

Keeping in mind that the bullion fund consists of moneys subject to the order of the Treasurer of the United States, it will be noted that the bullion fund acquires and pays for the bullion in D. M. R. grains and Superintendent's sweeps bar. On the other hand, when Superintendent's sweeps are sold (as was the case in the transaction mentioned in Bureau letter of June 29, 1927, to which you made reference), the bullion fund is in no way affected. It neither acquires nor pays for bullion, and the proceeds of the sale are received in cash which pertains only to the Special Deposit Account.

From the above it will be seen that what may have appeared to be an inconsistency between the procedures outlined in the Bureau letter of June 29, 1927, and that of February 2, 1928, was not, in fact, an inconsistency.

Respectfully,

R. J. Grant,
Director of the Mint.

F-C

RG104 E-235 Vol 484

February 7, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

With reference to last paragraph of your letter of February 3rd, please be advised that the following changes in your payroll set-up should be made as result of the changes in compensations and ratings recommended in your letter of January 4, 1928:

Title changes, within ranges.

General Mechanic (Machinist)	to Sk. Wkm.(Asst. Foreman).
Helper	to Skilled Workman.
Sk. Wkm. (Roller)	to Helper.
Melter	to Sk. Wkm.
Sk. Wkm.	to Melter.

Range changes

	Range
2 Sk. Wkm.($5.50) to Sk. Wkm.(Roller,$6.00) -	9 to 10.

In margin of roll make "Oath" notation when oath is taken; in other cases give "Date effective".

Most of the changes have to do with rate of pay only, neither titles nor ranges being affected.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S

RG104 E-235 Vol 484

February 7, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your Bullion Abstract Sheet with assay receipts and deposit certificates for the month of January, 1928.

Two of the packages of vouchers were broken open at the end when received in this office; evidently the glue used for closing the wrapper, and on the seal, was not strong enough to stand the rough handling of the mail. It is suggested that future packages be wrapped with strong twine. If the three packages of vouchers had been securely wrapped in two packages, there would have been a saving of 15¢ registration fee on the third package.

Respectfully,

M. M. O'Reilly

F-S

Acting Director of the Mint.

RG104 E-235 Vol 484

February 7, 1928.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will be approval of your recommendation to purchase 50 sheets of monel metal, 16" x 21" from the International Nickel Company, Inc., at 46¢ per pound, or an approximate total cost of $154.56, with discount of ½% for payment in 10 days. It is understood that this is the lower of two bids received - three asked.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

February 8, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from the profits on minor coinage bills of the American Railway Express Company as follows:

L/1/151	12/14/27	Phila. to	Atlanta	$10,000	in nickels	
				10,000	in cents	$366.62
L/1/152	12/12/27	do	do	10,000	in nickels	94.37
L/1/153	12/ 8/27	do	St. Louis	5,000	in cents	139.58
L/1/154	12/12/27	do	do	5,000	in cents	139.58
L/1/155	11/19/27	do	do	5,000	in cents	139.58
L/1/156	11/16/27	do	do	10,000	in nickels	
				5,000	in cents	236.16
L/1/158	12/17/27	do	Cin'nati	5,000	in nickels	40.58
L/1/159	12/10/27	do	do	5,000	in cents	115.43
L/1/411	1/ 6/28	do	Birm'ham	2,000	in cents	57.29

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

February 8, 1928.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will be authority for you to accept the proposal of Sturtevant Company to furnish your Mint with an exhaust fan, without motor, at $98.80, this being the lowest of two bids received - three asked for.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

February 8, 1928.

Superintendent U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will be authority for you to purchase from the American Smelting and Refining Company 1000 pounds of C.P. pig lead, free from silver, at $0.14-3/4 per pound delivered to the Mint. It is understood that several concerns who had been asked to supply the price on lead had stated that they could not guarantee their lead as being free from silver.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

February 10, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith please find correspondence with the Denver Mint concerning your bill for automatic weighing machine parts, for such comment as you wish to make and return of all papers.

Respectfully,

Director of the Mint.

F-S
Encl.

RG104 E-235 Vol 484

February 11, 1928.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

Will you please forward to the Bureau of Mines, University of Utah, Salt Lake City, Utah, the three Becker Assay Balances you have on hand which are no longer of use in your Mint. The Balances are to be delivered without cost to the Bureau of Mines, and on enclosed B/L.

Respectfully,

Director of the Mint.

RG104 E-235 Vol 484

February 17, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Enclosed, for payment from Appropriation "Contingent Expenses, Mint at Philadelphia, 1928", Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem, of Mr. F. S. Holbrook, Bureau of Standards, Washington, D. C., a member of the Annual Assay Commission which convened in the Philadelphia Mint, Wednesday, February 8, 1928, approved for Mint.

Respectfully,

R. J. Grant,
Director of the Mint.

Enl

RG104 E-235 Vol 484

February 18, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am forwarding to you today under separate cover by insured parcel post 35.475 troy ounces of standard gold scrap, value $660.00; a fine silver bar weighing 27.67 ounces - equivalent to 30.74 standard ounces, and 3.77 ounces of standard silver; a total of 34.51 ounces standard silver of which 1.72 ounces belongs to the standard silver dollar account (value $2.00), and the balance of 32.79 ounces to the subsidiary account (subsidiary value $40.80).

The following accounts should be credited to San Francisco, Denver and Philadelphia respectively, being the value of metals resulting from special assay coins forwarded to the Bureau up to and including December 31, 1927.

	San Francisco	Denver	Philadelphia
Gold	$400.00	----	$260.00
S.S.Dollars	2.00	----	----
Subsidiary	16.20	$2.40	22 20

Please proceed to make these entries, and notify the Mints at San Francisco and Denver when they have been completed.

Respectfully,

R. J. Grant.
Director of the Mint.

Q.

OR

RG104 E-235 Vol 484

February 20, 1928.

Superintendent U. S. Mint,
Philadelphia, Pa.

Sir: I am enclosing a copy of letter received from the State Department in regard to Nicaraguan coinage. Will you please make reply which will enable the Bureau to report to the State Department.

Respectfully,

M. H. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

February 20, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The British Government has requested from the Bureau the following information:

"4. Were any medals struck at the Mint or Mints during 1927? If so, give particulars as to number, metals, etc."

I would be pleased to have you forward to the Bureau, information covering the above question as early as practicable.

Respectfully,

M. M. O'Reilly

~~R. J. Grant,~~
Acting Director of the Mint.

H-A

RG104 E-235 Vol 484

February 24, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Bill of the Pennsylvania RR Co., 68¢, freight charges on soap, Brooklyn to Philadelphia, 1/26/28, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

February 25, 1928.

Superintendent U. S. Mint,
Philadelphia, Pa.

Sir:

For the enclosed one dollar from Honorable Charles Hanlin will you please send one Wilson presidential medal.

Respectfully,

Director of the Mint.

Enclosure.

RG104 E-235 Vol 484

February 27, 1928.

Superintendent U. S. Mint,
Philadelphia, Pa.

Sir:

Please forward to the Mint at New Orleans 6 pair of Asbestos Gloves and 3 pairs of Buckskin Mitts. It is understood that you will supply the gloves and mitts from your stock and render an account for the cost of the same to the Mint at New Orleans.

Respectfully,

R. J. GRANT
Director of the Mint.

RG104 E-235 Vol 484

February 28, 1928.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

In response to your request of February 27, you are authorized to accept the proposal of the Electric Storage Battery Company 25 double battery plates and 4 end plates, for use in connection with your telephone and annunciator system, at a total cost of $104.67. It is understood that three battery companies were asked to bid and but one submitted a quotation.

Respectfully,

R. J. GRANT
Director of the Mint.

RG104 E-235 Vol 484

February 28, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Reference is made to your letter of February 21st advising of an outstanding bill for coin bags against the Division of Supply, Treasury Department, since August 15, 1927, amounting to $675.00.

The Bureau has just been advised by the Division of Supply that your delivery of August 15th consisted of 3,000 bags each of sizes No. 1 and No. 4, while you billed them for 5,000 bags of each size. Further information is requested as to delivery of the remaining 2,000 bags of each size, also whether you wish to submit an amended bill in order that reimbursement may be made at an early date for the bags already delivered.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

RG104 E-235 Vol 484

February 29, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from profits on minor coinage, bills of the American Railway Express Company, as follows:

L/1/935	12/14/27	Phila.	to N.O.	$25,000	in nickels	$305.35
L/1/934	12/23/27	do	do	5,000	in cents	179.25

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

March 2, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1928.

Salaries and Wages	$50,000.
Contingent Expenses	10,000.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

March 2, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

With reference to your requisition of February 24th for a bookkeeper's ledger, it is suggested that requisition also be forwarded for the necessary additional blanks for compiling the daily transactions and arriving at the monthly totals that it is proposed be posted to the ledger. It is understood that at the present time sheets are prepared in the bookkeeper's office for this purpose. Each sheet should carry sufficient information so that it may be identified, in the files or wherever found, with the particular account to which it pertains. Also please state the proposed method for permanently filing the sheets, and whether special binders or other equipment will be required.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

RG104 E-235 Vol 484

March 2, 1928.

Superintendent U. S. Mint,
Philadelphia, Pa.

Sir:

Will you please forward to the Mint at San Francisco ten pairs dime dies and twenty pairs of nickel dies. This request is in conformation of my request of this day over the telephone.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

March 2, 1928.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

Will you please forward to the Assay Office at New York 50 ounces of proof gold and 50 ounces of proof silver. This letter is in confirmation of telephone request of this date.

Respectfully,

R. J. GRANT
Director of the Mint.

RG104 E-235 Vol 484

March 5, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

It is noted that your January payroll was prepared on the basis of changed titles for many of your employees, as per their group combinations within the several authorized budget ranges of compensation. It was not contemplated that position titles should be changed, but that certain positions should be grouped under group names (e. g. general mechanic) in order to avoid a very long list of positions for budget making purposes. It is requested that the March and future payrolls carry the titles as prior to January 1st, but grouped as per Bureau letter of December 8th with enclosures; the other institutions prepared their payrolls on this basis.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

T-S

RG104 E-235 Vol 484

March 6, 1928.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

Responding to your request of March 5, 1928, you are authorized to invite proposals and purchase a press for attachinh lead seals, it being understood that the General Supply Committee did not make an award for the same.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

March 6, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from profits on minor coinage, bills of the American RR Express Co., as follows:

L/2/1514	12/7/27	Phila.	to Minn'pls.	$10,000.	in nickels	$118.79
L/2/1515	1212/27	do	do	5,000.	in cents	174.08

Respectfully,

Acting Director of the Mint.

P. T.

RG104 E-235 Vol 484

March 7, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

The following pertains to your accounts for the month of January.

The number of ounces on the credit side of the second page of the bullion account current "brought forward" from page 1 has been changed in the Bureau to 1,355,227.967 from 1,535,227.967.

On the last page of the bullion account current is an item of $42.30 "light weight coin surplus"; in future, similar recoinage surpluses on gold should be stated on the second line above, and be treated the same as silver and minor recoinage surpluses. The item "light weight coin surplus" is intended for the use of the New York Assay Office, which is the only mint service institution that purchases light weight gold coin.

It is noted that you are still carrying a balance in the 1927 contingent appropriation of $3.25, the amount advanced by the Bureau during December for the purpose of paying a service charge for rental of cylinders from the Linde Air Products Company, as advised by Bureau letter of December 9, 1927. If the bill is not to be paid it is suggested that the amount be repaid to the Treasury.

Correction has been made in the Bureau of the "Amount Received", second section footing and 3rd section heading, on form 575, Bronze List-Medals Received, sold and on hand" from $184.15 to $188.15; kindly correct your copy accordingly. The final total is correct.

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Philadelphia 2.

Form 573, Schedule of Medals sold, is herewith returned for correction as per pencil notatations thereon if such notations are not in error.

Telegraph company's bills attached to voucher forms should always be itemized. The certified bill attached to Vo. No. 422, of The Western Union Telegraph Company, itemizes the account as far as the dates and destinations of the messages are concerned, but the price of each was not shown thereon.

The Schedule of Disbursements, supporting Special Deposit Account Current, is herewith returned for correction as per pencil notations thereon.

In the future, in stating leave without pay in the "Remarks" column on the payrolls, it is requested that the actual number of days for which deductions are made be noted, such notations not to include, for per diem employees, intervening Sundays when they are days for which no pay accrues. On the absence reports, however, leave without pay should include Sundays and holidays for statistical purposes. On the December roll, for example, Mary S. Corcoran has a notation opposite her name in the "Remarks column" 9 1/16 days without pay", while the amount paid indicates 7 1/16 days without pay: Edward Brangan has noted opposite his name in the same column "14 3/32 days without pay" while deduction was actually made for two days less; it is presumed that intervening sundays account for the difference.

The Bureau is at a loss to understand some of the adjustments made on the December payroll. For example, the salaries of the Superintendent and Engraver are each divisible into monthly (and semi-monthly) round amounts in dollars (no cents involved) and neither is subject to retirement deductions. Each was employed for the full year. Yet one was paid 1¢ extra and the other 2¢ extra. If there was short payment at any time please advise which payrolls are involved in order that notations may be made on the December roll to support the extra amounts.

With regard to the presumed adjustments to care for equal monthly credits and retirement deductions and unequal actual accruals thereof, on certain per annum salaries, it is noted that although "add"

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Philadelphia 3,

adjustments were made of the accrued credits (gross amounts earned) no "add" or "deduct" adjustments were made of the retirement deductions. It is also noted that the adjustments cover two fiscal years with corresponding mistatement of the appropriations. If such adjustments are made in future they should be on a fiscal year basis, the next one covering only six months - January - June 1928.

Attention is invited to Bureau letter of November 23, 1927, concerning the use of certified dealer's bills in lieu of requiring dealers to sign Government voucher forms. It is the wish of the Government coordinators that all Government activities fall into line in this respect, for making uniform, expediting, and lessening the detail of preparation of vouchers. Very few of your January vouchers are in conformity with the contemplated procedure. Please adopt the new practice as completely and as soon as practicable.

Respectfully,

N. M. O'Reilly

Acting Director of the Mint.

P. F.

P.S. Relative to your January payroll, the Asst. Engraver, while personally a temporary employee, occupies the permanent position of Asst. Engraver and should be listed in that position instead of separately. Also, two vacant positions of Watchman (guard) at $1260 are shown; evidently these should be eliminated as being offset by two extra $1200 watchmen over those contemplated by your estimate and Bureau letter of December 8th.

RG104 E-235 Vol 484

March 7, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Bill of the American Railway Express Co., 45¢, express charges on plaster casts of assay commission medals, Philadelphia to Washington, 1-31-28, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

March 9, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Transfers of silver bullion between the San Francisco Mint and the Phila. Mint, as per letter of even date, will close out the Pittman Act silver bullion held in the accounts of the San Francisco Mint. The Pittman bullion accounts of the Denver Mint have heretofore been closed out. This leaves the entire quantity of such bullion on hand in the accounts of the Philadelphia Mint.

Please proceed with the coinage of 560,649 silver dollars from Pittman Act bullion, the number remaining to complete recoinage of the dollars melted under that Act dated April 25, 1918. When this number has been completed, the silver bullion remaining in the Pittman Act account should be purchased for the subsidiary Silver Coinage Bullion account at $1.00 per ounce, thus closing out the Pittman account. As the amount of the year's silver operative surplus or wastage will be unknown for some months, it is suggested that it all be allocated to the Silver Coinage Bullion account. The following journal entries are suggested:

Silver Coinage Bullion - - - - - - - - - - - - - - - - - -
To Cash -
For purchase under Sec. 3526 R. S. of the excess silver bullion in the Pittman Act account.

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Cash -
To Silver Bullion Purchased - Act 4/23/16 - -
For sale for subsidiary coinage of excess silver bullion in the Pittman Act account.

It is requested that this silver dollar coinage be executed as soon as practicable without interfering with gold coinage, in order that the Pittman Act transactions may be closed out and the accounts be closed. The available bullion is sufficient to complete the coinage, with a probable inconsiderable surplus of bullion remaining.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

March 9, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Bill of the Reading Company, $3.13, freight charges on scouring compound, Cohoes, NY. to Philadelphia, 2/17/28, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

March 9, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

It is hereby directed that on March 17, 1928, you transfer to the San Francisco Mint 746.81 fine ounces of subsidiary silver coinage bullion at 58¢ per ounce, your approximate average cost, giving total value of $433.15; also that you transfer from the San Francisco Mint 746.81 fine ounces of silver dollar bullion at $1.00 per ounce, total value of $746.81. These transfers will be book adjustments only, no silver will be physically transferred from one institution to the other, and there will be no change in the combined figures of the two mints as regards the total quantity and value of silver in the subsidiary accounts and that in the Pittman accounts. The San Francisco Mint is being directed to make contra transfers of the same quantities and values.

These transfers should be recorded and reported in the same way as though the bullion were physically transferred. The Treasurer is being informed concerning them. Please file a copy of this letter with your account current, and make reference thereto in your records and on the account current.

Respectfully,

F-S

R. J. Grant,
Director of the Mint.

GR

RG104 E-235 Vol 484

March 10, 1928.

Superintendent U. S. Mint,
Philadelphia, Pa.

Sir:

This letter will be authority for you to proceed with the execution of the following coinage for the Government of Ecuador:-

Silver

Denomination	No. of Pieces	Diameter	Weight	Fineness
2 sucre	500,000	28.75	10 grams	.720
1 sucre	5,000,000	23.50	5 grams	.720
50 centavos	1,000,000	18.00	2.5 grams	.720

It is understood that the cost of this coinage will be as follows:-

2 sucre ----------$8.00 per thousand pieces
1 sucre ---------- 6.50 " " "
50 sucre ---------- 4.00 " " "

The above charges are not to include the cost of metal which will be delivered to you by the agent of the Ecuador Legation. The cost of working dies is included in the coinage charges.

Respectfully,

R. J. GRANT
Director of the Mint.

RG104 E-235 Vol 484

March 10, 1928.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of March 7, 1928, relative to the purchase of die steel from the Bethlehem Steel Company.

After considering your porposal to place contract for 5000 pounds, with the provision that after testing 1500 pounds the balance need not be accepted if test prove that the steel is unsatisfactory, it has seemed best to suggest to you to advise the Bethlehem Steel Company that you will place contract for 1500 lbs at 15¼¢ per pound, less ½%, and that if the tests upon this amount prove satisfactory you will take the balance of the 5000 pounds. If the trial of the 1500 pounds proves that the steel is not satisfactory for the purpose of die making we would not contract for a further amount.

Respectfully,

R. Grant

Director of the Mint.

OR

RG104 E-235 Vol 484

March 12, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Reference is made to your letters of March 9th pertaining to your accounts for the month of January, 1928.

As regards the payroll adjustments, it is noted that the 1¢ pertaining to the salary of the Superintendent, and the 2¢ pertaining to that of the Engraver, accrued for the prior instead of the current fiscal year, since they could not have accrued for the single half month of July 1 to July 15, when the salaries were not evenly divisible by 12.

The salary pay-tables at present in effect evidently do not contemplate any adjustments of these yearly accruals and retirement deductions which are not evenly divisible by 12. These adjustments are not considered necessary. However, if the employees are, in future, to be credited with the 4¢ and 8¢ per annum differences, consistency would seem to demand that corresponding exact adjustments should be made of the retirement deductions.

As regards the question of using dealers certified bills in lieu of requiring the dealers to certify the Government bill forms, it should be kept in mind that there are numerous Federal

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Government activities in Philadelphia and vicinity, besides the mint. The purpose of the Coordinating Service is that all Government activities should use the certified dealers bills, thus making it easier for the vendors to deal with the several Government activities, and expediting the work of preparing vouchers. There will doubtless be some confusion at first, but if a notice similar to the following is sent out with each order, for a few weeks, it is probable that the purpose sought will be accomplished without undue delay or confusion:

> Please render bills on your own bill head forms, in duplicate, with the following certification on one copy only.
>
> Certified correct and just, payment not received.
>
> _____ (signature)
>
> _____ (title of representative authorized to sign.)

Respectfully,

M. M. O'Reilly

F-S

Acting Director of the Mint.

RG104 E-235 Vol 484

March 14, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am forwarding you to-day, by insured parcel post, 12 ounces of gold cornets 999.0 fine, and a fine silver bar of 30.30 ounces.

In exchange please supply this office with the gold equivalent in proof gold, and the silver in proof for inquartation (shot form).

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Q.

RG104 E-235 Vol 484

March 14, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith please find voucher in favor of Charles H. White & Sons, for your certification as to receipt of the material, if it was received by you in good condition, and return of the voucher to the Bureau of Supply, Treasury Department, Washington, D. C.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S
Encl.

RG104 E-235 Vol 484

March 15, 1928.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

Responding to your recommendation of March 14, 1928, you are authorized to accept the proposal of Ross-Tacony Crucible Company, 200 graphite covers for #70 Mint special crucibles, at $1.485 each, less 1% ten days, this being the lowest of three bids received.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

March 17, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Please find herewith copy of B/L No. 737797, covering shipment of bag seals and cord, from Newark, N.J., to your institution, February 17, 1928. It will be noted that the shipping weigh is given as 684 pounds whereas the weight received, according to the "Consignee's certificate of delivery", is indicated as 670 pounds. It is requested that any facts relative to this difference, about which you have knowledge, be noted on the reverse of the enclosed bill of lading under "Report of loss, damage, or shrinkage" and that the same then be returned to this office for attaching to the voucher prior to forwarding to the General Accounting Office for payment.

Respectfully,

W. H. Raley

Acting Director of the Mint.

Y. F.

RG104 E-235 Vol 484

March 20, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In reply to your letter of March 17th concerning the "Advisory" on the last Certificate of Settlement from the General Accounting Office, will state that about two years ago symbols were assigned to each of the hundreds of appropriations made for the conduct of the Government's business, principally for the use of the General Accounting Office in its bookkeeping work. The appropriation symbols are also in use in the large departmental disbursing offices in Washington.

Since, as regards the Mint field service, these appropriation symbos are of no use whatever, the Bureau did not advise the field offices concerning same. If placed upon the accounts current, etc., the General Accounting Office would, of course, have to verify same. Since they can easily enter them in lieu of verifying we have disregarded them in preparing the Mint field accounts. It is suggested that you disregard the advisory in question unless the General Accounting Office becomes more insistent upon our using such symbols.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

K-S

RG104 E-235 Vol 484

March 20, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Bill of the Pennsylvania RR Co., $1.91, freight charges on bag seals and cord, Newark to Philadelphia, February 17, 1928, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

March 20, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of March 17th, you are authorized to purchase from the Johns-Manville Corporation 300 pounds of asbestos cloth, 40" wide, for use in making asbestos mitts, at $0.695 per pound, less 2% - 10 days, this being the lowest of three bids received.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

March 21, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of 11.95 ounces of proof gold and 30.25 ounces inquartation silver forwarded here by you via American Railway Express on March 19, 1928.

Respectfully,

W. H. Rawlins

Acting Director of the Mint.

RG104 E-235 Vol 484

March 22, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of March 21st, you are authorized to purchase a book entitled "Handbook of Chemistry and Physics" by Van Ostrum, from the Philadelphia Book Company at a cost of $2.50; this being equal to the lowest of three bids received.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

March 22, 1926 .

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of March 20th, inclosing a letter received by your Mint from the National Bank of Commerce in New York relative to minor coinage for Ecuador.

No authority has yet been received by this Bureau from the Representative of the Government of Ecuador at this capital for the coinage of the minor denominations.

Respectfully,

Wm. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

March 23, 1928.

Superintendent,
United States Mint,
17th & Springarden Sts.,
Philadelphia, Pa.

Sir:

Referring to your letter of March 20th, requesting a case in which to file personal correspondence, please be advised that your letter has been forwarded to the Division of Supply with the request that the order be filled by that Office.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

March 23, 1928.

Sir:

In view of a decision of the Comptroller General of the United States, (copy herewith), it is requested that when you require any of the articles listed in the "stationery" section of the General Schedule of Supplies, that is, Class I, or articles of similar nature, you submit to this Bureau a requisition therefor.

Such articles are evidently not chargeable against Mint Service appropriations.

Respectfully,

M. McReilly

Acting Director of the Mint.

F-D.

Superintendent,
United States Mint,
Philadelphia, Pa.

RG104 E-235 Vol 484

March 23, 1926.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will be authority for you to open your Mint to visitors, in accordance with a decision of the Secretary of the Treasury, dated March 22, 1926.

It is understood that the hours for visitors will be regulated in conformity with your convenience, and at such times as will not interfere with the operations of the Mint.

Please advise this Bureau by letter of the hours determined upon by you as appropriate for visitors.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

March 24, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will be authority for you to proceed with the execution of the coinage for Nicaragua.

It is understood that the following order is to be filled, and that the rates to be charges are as indicated:

			Per M pieces
200,000 -	25 centavo	silver coins .800 fine	$5.70
250,000 -	10 "	" " .800 "	4.50
100,000 -	5 "	nickels, 75% copper and 25% nickel - - - -	3.50
500,000 -	1 "	bronze, 94.75% copper and 4% tin and 1.25% zinc	2.20

Respectfully

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

March 26, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

It is suggested, in reply to your letter of March 24th, that time clock sheets be procured as in recent years, from the manufacturers of the clocks.

Reference should be made on voucher to the previous experience with such sheets, made by the Government Printing Office, as explanation of lack of competition in making the purchase and as reason for not procuring same from the Government Printing Office.

The authority of the Bureau is not essential, as such authority would not clear such a purchase if the General Accountant Office considers the reasons mentioned as inadequate. However, other similar purchases have been passed by the General Accounting Office, and no difficulty along this line is anticipated.

Respectfully,

R. J. Grant,
Director of the Mint.

F-5

RG104 E-235 Vol 484

March 26, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Bill of the Pennsylvania RR Co., $4.45, freight charges on desk, Chicago to Philadelphia, 11/21/27, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

R. J. Grant,
Director of the Mint.

OR

P. F.

RG104 E-235 Vol 484

March 27, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Bill of the Pennsylvania RR Co., $1.16, freight charges on bag seals, Newark to Philadelphia, Feb. 28, 1928, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

M. M. O'Reilly

~~R. W. Grant,~~
Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

March 28, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Bill of the American Ry. Exp. Co., $1.68, express charges on two shipments, of coin collars, both to your institution, one from Denver, 2/13/28, and the other from San Francisco, on the same date, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

March 30, 1926.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please send to the Bureau a medal of President Washington.

You will find herewith a $1.00 bill in payment therefor.

Respectfully,

M. W. Neisley

Acting Director of the Mint.

RG104 E-235 Vol 484

April 2, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

The following pertains to your accounts for the month of February.

On page 4, bullion account current, in the silver recoinage bullion account, debit side, the value of the assay coin scrap has been changed to read $40.80 instead of $80.80. Kindly correct your copy of account current accordingly.

On the regular account current the fiscal year of the contingent balance, $3.25, has been changed to 1927 instead of 1928.

Deposit Certificate No. 4144 is herewith returned for signature of the certifying officer.

Vo. No. 480, Western Union Telegraph Co., is herewith returned for correction; the certification on the face of the bill should be in the name of the company and not in the name of a representative without that of the company.

The abstract of agreement attached to Vo. No. 482, Horace T. Potts & Co., is herewith returned for signature of officer to the note on the reverse thereof.

Vo. No. 497, Hajoca Corporation, is herewith returned for the signature of approval of the Superintendent.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

April 3, 1928.

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1928.

Salaries and Wages	$50,000.
Contingent Expenses	5,000.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

April 10, 1926.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of April 7th, and for the reasons stated therein, you are authorized to purchase a new boiler tube cleaner from John T. Swan, at a cost of $95.50.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

April 11, 1928.

TO ALL MINT SERVICE INSTITUTIONS:

In attaching dealer's certified bills to the face of the vouchers some of the mint service institutions are placing them promiscuously thereon, without leaving the upper section of the voucher forms, showing the appropriation title, name of payee, etc., exposed. In future, it is requested that dealer's bills be securely fastened in the section of the voucher form directly under the headings "articles or services", "quantity","unit price", "amount", etc., and that they be folded so as to not extend beyond the voucher margins.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

April 11, 1928

Superintendent,
US Mint,
Philadelphia, Pa.

Sir:

Bill of the Pennsylvania RR Co., 50¢, freight charges on corn brooms, Brooklyn to Philadelphia, 3/6/28, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F

RG104 E-235 Vol 484

April 12, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

You will find herewith a $1.00 bill.

Please send to this Bureau a medal of Secretary Carlisle.

Respectfully,

M. H. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

April 15, 1920.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a purchase order from the Department of Agriculture, requisitioning certain gold strips, the dimensions and finenesses of which are indicated thereon.

Will you kindly have the request complied with as early as practicable?

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

April 14, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Herewith please find "copy", also "page proof", of the 1928 Assay Commission proceedings. Kindly proof-read and return same to the Bureau at an early date.

Respectfully,

R. J. Grant,
Director of the Mint.

M-S
Thcl.

RG104 E-235 Vol 484

April 14, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Can you furnish this Bureau with a further history of the Grant medal, reference to which is made on page 375 of the "Catalogue of Coins, Tokens and Medals in the Numismatic Collection of the Mint of the United States at Philadelphia" under number 267?

It is assumed from the star that copies of this medal are for sale at the Philadelphia Mint.

Is this the same medal as that listed as number 25 of the miscellaneous medals on page 7 of the medal circular, a copy of which I am inclosing for your information?

Respectfully,

R. J. Grant
Director of the Mint.

April 16, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Confirming telephone communication of today, please forward to the United States Mint at San Francisco, Calif., fifteen pairs of nickel dies.

Respectfully,

R. J. Grant
Director of the Mint.

OR

RG104 E-235 Vol 484

April 17, 1928.

Subject; Discounts.

Sir:

You will find inclosed a circular letter from the Undersecretary of the Treasury. The letter is self-explanatory.

Please submit the information requested therein, and send same to this Bureau as expeditiously as possible, in order that we may make a consolidated report promptly to the Undersecretary of the Treasury.

Respectfully,

R. J. Grant
Director of the Mint.

Superintendent,
United States Mint,
Philadelphia, Pa.

RG104 E-235 Vol 484

April 17, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will be authority for you to proceed with the coinage requested by the Consul General in New York of the Republic of Panama.

It is understood that the coinage in the following amounts is to be executed in the rates indicated:

500,000 - 5 centimo nickel coins, $3.50 per M pieces,
1,000,000 - 2½ " " " 3.25 " " " .

It is also understood that the above prices include working dies and packing charges, but do not include the cost of containers required for shipment of the coins.

The Department of State has advised the Secretary of the Treasury that they had informed the Panaman Legation of the order and that they have now received official confirmation from the Charge d'Affaires ad interim of Panama transmitted from his Government, in which he accepts the cost of the coinage as set forth in the letter of the Secretary of the Treasury of March 23rd, as well as the cost of the necessary changes on the reverse dies required for the coinage.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

April 18, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Mr. Styert

The American Institute of Mining Engineers is taking a trip through the Baltimore Copper Smelting and Rolling Works at Canton, Baltimore, Md., on Friday, April 20, 1928.

I am going over there, and, if convenient and if it will not interfere with his regular duties, I would like to have Mr. H. D. Coleman Jr. come and meet me in front of the Montgomery Ward & Co. Building at Washington Boulevard and Monroe Street at 2 P. M. on that day.

A letter will go forward today, giving Mr. Coleman authority to travel.

Please telephone to me tomorrow, Thursday morning, and inform me what he will do in this regard.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

April 19, 1926.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of April 18th, you are authorized to purchase from Cope and Bevan 5,000 feet of white pine lumber at $69.00 per thousand feet; this being the lowest of three bids received.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

April 19, 1928.

Mr. F. H. Chaffin,
Assistant Superintendent,
United States Mint,
Philadelphia, Pa.

Dear Mr. Chaffin:

This will be presented to you by Mr. Henri M. Stewart, representing Henri M. Stewart, Inc., Advertisers of 347 Fifth Avenue, New York, N. Y.

Mr. Stewart wishes to confer with you in regard to obtaining material and suggestions to be used in the development of his work of advertising for banks.

I shall greatly appreciate any courtesy shown by you to Mr. Stewart.

Very sincerely yours,

R. J. Grant
Director of the Mint.

CR

RG104 E-235 Vol 484

April 20, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of April 19th, you are authorized to purchase from The Philadelphia Fabricating Company 8 "Tote" boxes, made of 1/8" blued steel, 3' 3-1/2" long, 22" wide, and 18" deep, at $21.00 each; this being the lowest of three bids received of four bids asked thereon.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

April ~~March~~ 20, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

With reference to telephone conversation of today, please be advised that the number of silver dollars to be delivered by the Coiner is 360,649, as per Bureau letter of March 9, 1928. The dollar silver that is in the recoinage silver account should be used toward the number of dollars above indicated, and the remainder of bullion required should be taken from the Pittman Silver account. Any pyx or other dollar coins that subsequently are converted to bullion should be taken into the recoinage account as subsidiary bullion.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S

RG104 E-235 Vol 484

April 24, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The report of Mr. Reid, Accountant of the Senate Commission on Gold and Silver Inquiry, who examined your records in connection with use of silver under the Pittman Act, shows that on January 21, 1921, there were on hand in the coining department at your mint foreign coin blanks (Colombian) in the quantity of 479,079.09 fine ounces, stated by him as silver unavailable for domestic subsidiary coinage. This is in addition to the silver shown as in trust for the Colombian Government, amount 391,140.93 fine ounces.

It is the understanding of the Bureau that the item first mentioned, Colombian blanks, consisted of the 391,140.93 Colombian silver in trust, the excess being subsidiary bullion owned by the United States. Please advise the Bureau by return mail if this is correct.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F.S

RG104 E-235 Vol 484

April 27, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of April 26th, you are hereby authorized to have your Mint conform to daylight-saving time, commencing on Monday next, April 30th; it being understood that the usual number of hours will comprise a working day.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

April 28, 1928.

Sir:

Please refer to our letter of April 17th, and if you have not already forwarded the report called for, it is urged that you expedite same, as this Bureau is obliged to consolidate and submit this report, and has only a few days remaining in which to do so.

Respectfully,

R. J. Grant
Director of the Mint.

Superintendent,
United States Mint,
Philadelphia, Pa.

RG104 E-235 Vol 484

April 30, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward to the San Francisco Mint twenty pairs of one-cent dies.

Respectfully,

R. J. Grant
Director of the Mint.

ajk

May 2, 1928.

Superintendent,
U.S. Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1928.

Salaries and Wages	$50,000.00
Contingent Expenses	5,000.00

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

May 5, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Congress of the United States has consolidated the appropriations for the mints and assay offices, for the fiscal year 1929, into two groups; one group consisting of the four large or major institutions and the other group consisting of the six small or minor institutions. The official names for these appropriations are: Salaries and Wages, Mint Service Major Institutions, 1929; Contingent Expenses, Mint Service Major Institutions, 1929; Salaries and Wages, Mint Service Minor Institutions, 1929; Contingent Expenses, Mint Service Minor Institutions, 1929.

Your institution has been alloted, for the fiscal year 1929, the following amounts:

Salaries and Wages - - - - - - - - -	$567,000.00
Contingent Expenses - - - - - - - -	95,000.00

The above contingent expense amount is exclusive of items that will be paid after pre-audit of vouchers - for express, freight charges, etc. - and therefore measures the amount which will be available, unless later modified, for disbursement by you.

The alloted amounts have been apportioned as follows:

Salaries and Wages		Contingent Expenses
$142,000	1st Quarter	$25,000
142,000	2nd "	23,000
142,000	3rd "	22,000
141,000	4th "	25,000

By direction of the Treasury Budget Officer these apportionment limitations must be strictly adhered to; obligations must not be created during any quarter in excess of the apportionment therefor, plus unexpended balances, if any, carried forward from previous quarter apportionments of the same appropriation, in advance of the issue of waiver by the Budget Officer, except in emergency involving loss of life or of public property. If conditions arise as the

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year progresses which would warrant the modifying of these apportionments, explanation of the reasons therefor should accompany your request to this Bureau for such modification, and no obligation should be created in anticipation of such modification.

Monthly reports covering encumbrances set-up, payments made, encumbrances liquidated by such payments, and unliquidated encumbrances, should be continued as heretofore, but excluding the non-local-cash items.

For the fiscal year 1929 the Bureau will handle all the accounting for pre-audit items - express charges, freight charges, etc., heretofore payable from the contingent appropriations of the several mints and assay offices. In order that we may do this, it will be necessary that you promptly forward to this office a copy of each bill of lading covering a shipment, or other evidence of a created encumbrance that will not be liquidated until after audit by the General Accounting Office. When Government bills of lading are sent to vendors for use in shipping to you materials the charges on which are properly payable by the Government you should in every instance notify the user to fill out all copies and return to you the original and one memorandum copy, the memorandum copy being immediately remailed by you to this Bureau. Such expenses will not be taken into your records and will not be reported on your monthly encumbrance statements; you will not be notified, as at present, when such vouchers are sent to the General Accounting Office.

The consolidating of the appropriations will have the effect of practically eliminating transfers between Mint Service appropriations, for equipment, supplies, or services rendered by one institution for another. However, the Philadelphia Mint will make monthly report, and the other institutions annual report, of such supplies and services rendered to other institutions of the Mint Service, with their values (costs separately by appropriations for each item or lot), for the information of the Bureau, and particularly for preparing the annual report of the Director of the Mint so as to show the expenses properly chargeable to each institution.

Rubber stamps carrying the names of the new appropriations have been received and two stamps for each appropriation are being forwarded you. Do not use the old appropriation names for transactions chargeable to the 1929 appropriations, and do not use the new appropriation names for transactions chargeable to prior appropriations.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

RG104 E-235 Vol 484

May 4, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of May 3rd, you are authorized to purchase from M. Segal, 15 dozen pairs of buckskin gloves at $10.00 per dozen pairs; this being the lowest of three bids received.

Respectfully,

R. J. Grant
Director of the Mint.

OR

RG104 E-235 Vol 484

May 4, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of May 3rd, you are authorized to purchase from J. H. Decker, Son & Co., 50 dozen pairs of buckskin mittens, reversible, at $9.50 per dozen pairs; this being the lowest of three bids received.

Respectfully,

R. J. Grant
Director of the Mint.

May 7, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The following pertains to your accounts for the month of March.

Vo. No. 555, The Western Union Telegraph Company, is herewith returned with request that the attached bill of the company be certified in the name of the company in addition to the name and title of the employee already indicated thereon.

Vo. No. 579, James F. Quickley & Son, is herewith returned for the signature of the Superintendent in the first certificate thereon.

Schedule of disbursements is herewith returned for correction as per pencil notations thereon; Vo. No. 558 is listed as $10.20, both in the total amount paid column and in the appropriation column instead of $10.26, making necessary corresponding corrections from thereon throughout the abstract with the exception of the final totals which are correct.

Apparently the Bureau did not receive Form 550-A, reporting deposit of $24.00 by certificate of deposit No. 1774, dated March 26, 1928, as noted on the reverse of the regular account current; kindly forward same to complete Bureau records.

RG104 E-235 Vol 484

Philadelphia 2.

The item of $321.34 surplus recoinage value of old copper and nickel cents, covered into the Treaury as proceeds of surplus bullion recovered, should have been stated as seigniorage on minor coinage. The term bullion is generally understood as applying only to gold and silver, and the surplus in question is more in the nature of seigniorage than of an operating recovery. This is for future guidance.

Deposit certificates, assay reports and receipts for bullion, Nos. 4387 and 4647 are herewith returned for correction as the name of the depositor differs on the various papers; they should agree.

Respectfully,

R. G. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

May 8, 1928.

Superintendent,
U.S.Mint,
Philadelphia, Pa.

Sir:

Bill of the Pennsylvania RR Co., $4.87, freight charges on rags, Baltimore to Philadelphia, 3/20/28, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

May 8, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of May 7th, and for the reasons stated therein, you are authorized to purchase from William Sellers & Company, Inc., the parts required in the construction of rolling mills for the Denver Mint at a cost of $144.96; this being the only bid received of three bids asked.

Respectfully,

W. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

May 9, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Under date of April 20, 1928, this Bureau was in receipt of a request from the Delegate to Congress from Hawaii for 50 "sand blast" proofs of the Hawaiian coins. The "sand blast" proofs were requested for the reason that it was understood that proof coins could not be produced from the dies.

Under date of April 25, 1928, the Delegate was advised that you will be instructed to prepare these 50 "sand blast" coins.

Request was also made for 50 cases for these 50 coins, and the Delegate was advised that you will be requested to obtain bids for same, and submit them to him through this Bureau; it being understood that the cost of the cases will be an extra charge, to be paid by the Delegate.

Delegate Houston was also advised that, in response to his request, the coins would be marked for shipment to the: "Bank of Hawaii, Honolulu, Hawaii."

It is understood that the coins will be delivered by you to the Agent to be named by the Delegate to receive and make payment for the same at the Mint.

It is also understood that the shipping of the coins will be at the expense and risk of the Cook Sesquicentennial Commission.

This Bureau has not yet been advised by the Delegate as to the name of the Agent, but as soon as we receive this information, you will be notified.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

May 9, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Under date of May 8, 1928, the Secretary of the Treasury approved the design for the Hawaiian half dollar modelled by Mr. Chester Beach.

It is understood that the plaster model, from which the approved photograph was taken, is now in your custody.

This letter will be authority for you to proceed with the preparation of the die and the manufacture of the coin at your earliest convenience.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Please return inclosed photograph of model.

M. M. O'R.

RG104 E-235 Vol 484

May 10, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will be authority to proceed as promptly as possible with the manufacture of the nickel coinage for the Government of Ecuador.

It is understood that the cost of executing this nickel coinage will be at the rate of 73¢ per 1,000 pieces, and that finished blanks will be furnished to you by the Government of Ecuador.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

May 10, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

An inquirer has written to this Bureau for the following information which we would ask you to furnish us, if available:

The number struck and the number returned to the Mint of:

Norse-American medals, thin planchet;
" " " thick " ;
" " " large size in silver;
" " " " " " bronze.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

May 11, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of May 10th, and for the reasons stated therein, you are authorized to purchase from the Midvale Company, one pair of hardened steel rolls at a cost of $698.00; this being the lower of two bids received of three bids asked.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

May 11, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward to the Mint at New Orleans:

10 ounces of Proof Silver.

Respectfully,

W. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

May 11, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please send to this Bureau the personal histories of the temporary employees, recently appointed. Their oaths have been received here, but the personal histories were not attached.

This information is requested by the Office of the Secretary of the Treasury, Division of Appointments.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

May 14, 1928.

Superintendent,
United States Mint,
Philadelphia, Pennsylvania.

Sir:

Please ship to the Denver Mint as soon as practicable the following:

6 dozen heavy duck aprons,
6 1/2 dozen pairs of heavy duck sleeves,
30 pairs of brown sleeves;

all in accordance with those previously sent there.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

May 15, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau is in receipt of a letter dated May 14th from Honorable V. S. K. Houston, Delegate to Congress from Hawaii, who requests that 50 cases of imitation leather at about 75¢ each shall be ordered by you for the first 50 Hawaiian half dollars.

It is understood that these first 50 coins will be especially prepared by being sand-blasted.

Commander Houston advises that payment for these cases will be made by his Office.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

May 17, 1928.

Sir:

There is inclosed the usual annual letter, giving explicit directions for the preparation of the list of papers and documents on hand at your institution which should be regarded as of no practical value and of no historical interest. Upon receipt of your list, a compilation will be made and the information transmitted to Congress with a request that authority be granted to destroy or otherwise dispose of the useless papers and documents.

Taking into consideration the interruption to usual business during the summer months on account of annual leaves, it is apparent that it will be necessary for you to undertake this listing immediately in order that it may be sent to the Bureau as promptly as possible for transmission through official channels to Congress.

Please direct that this work be undertaken promptly at your institution.

Respectfully,

R. J. Grant
Director of the Mint.

Superintendent,
United States Mint,
Philadelphia, Pa.

RG104 E-235 Vol 484

May 17, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of May 16th, you are authorized to sell to the Irvington Smelting & Refining Works two lots of M. & R. sweeps, as follows:

Lot #1, 49 bags, wt. 10,040 lbs., at - - - - - - $4,686.57;
Lot #2, 61 " " 9,491 " " - - - - - - 3,692.08;

these being the highest of three sets of bids received of seven bids asked.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

May 19, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Referring to the request of the Coast Guard for Second Service Bars for life-saving medals, I am inclosing a photograph of the bar desired.

The Coast Guard states that in 1923 similar bars were made at your Mint.

For your convenience, I am returning the letter from the Coast Guard, dated May 16, 1928, which was sent back here by you with your notation thereon.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

May 21, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bill of the Pennsylvania RR CO., $1.94, freight charges on bag seals, Newark to Philadelphia, 4/16/28, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

R. J. Grant,
Director of the Mint.

F. F.

RG104 E-235 Vol 484

May 22, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Commandant of the United States Coast Guard has advised this Bureau by telephone this morning that the Second Service Bars ordered in his letter of May 16th, (Reference Number 670), are to be furnished are to be furnished with a pin, catch and joint.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

May 24, 1926.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This Bureau is in receipt of instructions from the Delegate to Congress from Hawaii to the effect that the Philadelphia National Bank will act as Agent for the Bank of Hawaii in receiving and making payment at the Mint for the Hawaiian coins.

The Delegate has been advised that the coins will be ready about the first week in July.

The sample coin case was submitted to the Delegate, and he has advised this Bureau that the case and the price thereof of 80¢ each are quite acceptable.

The Delegate requested that he be allowed to retain the sample case sent over.

It is understood that the case in question will be considered as one of the fifty to be ordered.

Respectfully,

Acting Director of the Mint.

RG104 E-235 Vol 484

May 24, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith find voucher of Marsh & McLennan, 5¢, insurance charges on shipment of minor coin made during the month of April, payabe from the profits on minor coin.

Respectfully,

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

May 25, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

As soon as possible after the receipt of this letter, please forward to Honorable W. S. K. Houston, Delegate in Congress from Hawaii, House of Representatives, Washington, D. C., an account for the dies for the Hawaiian coin, together with a separate bill for the coin cases.

The Delegate has advised this Bureau that he desires to make payment for these items before leaving Washington after the adjournment of Congress.

It is suggested that you communicate directly with the Delegate.

Respectfully,

H. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

May 26, 1928.

Sir:

The Annual Settlement of the United States Mint at Philadelphia is to begin on Monday, June 18, 1928. You have been designated to act as Chairman of the Committee.

The basis of the settlement will be a statement on Form 976, to be furnished by the Superintendent, certified as to its correctness by the bookkeeper, of the balances of gold and silver bullion, coin and other moneys on hand per the books of account, as of the close of business June 30, 1928, and before making entry therein of the gains and losses. Gains or losses will be determined by the relation of this statement to the inventory of bullion and moneys found by the Committee to be actually present.

As early as practicable in the settlement you should make arrangements with the Superintendent regardinf date for closing deposit receipts for the settlement period and discontinue payments for deposits, in order to permit definite determination, as of close of settlement, between bullion forming part of the balance as shown by the bookkeeper's records, and that on memorandum for subsequent entry by the bookkeeper.

All the bullion will be weighed and computed and all the coin and other moneys on hand will be weighed or counted by you to ascertain if the amounts called for by the books are on hand. In verifying coin, it should not be necessary to open every bag and count its contents; a test bag taken from time to time and counted, in connection with weighing each bag for agreement with the weight shown on its tag, if such weight reasonably approximates the legal weight of its statedcontents, should give satisfactory results. Paper currency should be counted piece by piece. It will not be necessary to open the vaults containing coin or bullion now under joint seal of the Superintendent and the representative of this Bureau. You will accept as correct the values shown by the certificates attached to such joint-sealed vaults, if careful examination shows that the seals in question, with their wrappings, have not been disturbed. If the Superintendent desires that any coin or bullion verified by the Settlement Committee be placed under joint seal you will report this office in such action.

RG104 E-235 Vol 484

In weighing the bullion delivered in settlement you will carefully note the character and quality of the same; wherever necessary, you will take samples for check assay, but it should be noted that chip and drill samples of brittle bullion, so-called "white gold" or bullion over 50 in base metals are liable to give assays differing from the reported finenesses.

This Office is requesting the Treasurer of the United States to mail to you depository statements for each of the Superintendents' checking accounts, showing balances therein, to the latest practicable date that will permit their reaching you not later than June 29th.

You are directed to make inquiry into the possible sources of gain and loss of bullion in the different divisions of the institution, from the amount charged thereto per the bookkeeper's and other records; stating, so far as practicable, the results of mass melting; the quantity of silver not paid for in gold deposits containing less than 8 thousandths of silver, and the results from all other sources of gain and loss that may come to your notice. Please reconcile these figures, giving estimates where necessary, with the net gains and losses for the year, and indicate whether such differences reasonably reflect normal expectations for the quantity of metal operated upon.

As required during the course of the settlement, you will obtain from the officers concerned schedules of the material in their possession, for use in checking material as delivered and for filing with your report. The detail sheets should bear the Assayer's "OK" as to fineness, and should be so labeled, arranged and recapitulated as to permit ready identification, by reference to the supporting sheets, of items in your report.

Before closing the settlement, you will obtain from each officer a certificate of delivery of material on Form 986. You will also obtain from each officer in possession of coin, or gold or silver bullion, not charged to him in the accounts, statement as to source, quantity on hand (which will be verified), and purpose of holding the same.

The report of the Committee should show: The quantities of the different kinds of metal delivered to the Committee from the melting and refining department, the amount with which charged per bookkeeper's certificate on Form 976, and the differences, whether gain or loss; the amounts delivered from other divisions of the institution and whether or not they agree with the bookkeeper's certificate; whether the deposits received after closing date of the settlement period and not recorded by the bookkeeper check with the receipt records; the amounts placed under joint seal; result of the inquiry into the sources of gain and loss with reasons, so far as obtainable, for any apparently execessive loss; and other matters of consequence coming to the attention of the Committee.

RG104 E-235 Vol 484

You will accept and forward with your report a certified inventory of the stores and other property under the control of the Superintendent; this inventory will not be completely checked, but a general survey of the materials will be made.

Respectfully,

R. J. Grant
Director of the Mint.

Mr. Rodney E. Hall,
United States Mint,
Denver, Colo.

RG104 E-235 Vol 484

May 28, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please send to the Denver Mint the following:

10 Reverse One-Cent Dies;
5 Obverse One-Cent Dies.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

May 29, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of May 28th, you are authorized to purchase from Miller, Bain, Beyer & Company, approximately 7500 yards of muslin, firsts, in full pieces, at $0.1124 per yard, 36" wide; it being understood that this price is the most advantageous for acceptance by the Government, the only two bids lower than the one recommended being on muslin entirely too flimsy for your use in making coin bags.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

June 1, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please prepare and forward to the United States Assay Office, 32 Wall Street, New York, N. Y., the following:

50 ounces of proof gold.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

June 1, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bill of the American Ry. Exp. Co., 74¢, express charges on plaster models, Philadelphia to Washington, 4/11/28, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

June 1, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

You will find inclosed a copy of "The Development of Chromium Plating" which I would ask you kindly to hand to Mr. Harry Blythe.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

June 2, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

The following pertains to your accounts for the month of April.

Deposit Certificate and Receipt for Bullion No. 5320 are herewith returned for correction in that the latter is indorsed to Harry F. Vile whereas it is signed Harry Vile, and the receipt on deposit certificate, for cash paid, is also signed Harry Vile.

The parting and refining charge on deposit No. 5261, 33¢, was entered in the alloy column on page 9 of the bullion abstract sheet; correction has been made in the Bureau, changing the totals of each subsequent sheet and the grand totals of the two columns.

Vo. No. 674, The Harshaw Fuller & Goodwin Co., includes an item of 441 pounds nitre at 6 1/4¢, $28.67; correct computation gives $27.56, making an overpayment of $1.11, less 1¢ excess discount, $1.10. The quotation reads and computes at 6 1/4¢ per pound, but the order and dealer's bill read 6½¢ per pound.

Vo. No. 653, H. D. Coleman, for expenses of trip to Baltimore, April 20, 1928; please advise the hour of arrival on return to Philadelphia, for indication on the voucher.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

June 2, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1928

Salaries and Wages	$50,000.
Contingent Expenses	15,000.

Respectfully,

R. J. Grant,
Director of the Mint.

P. F.

RG104 E-235 Vol 484

June 6, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

You will find inclosed $3 in cash.

Please send to this Bureau one medal of Washington and one medal of Lincoln.

Also please send one medal of Hamilton to:

Mr. Charles E. Fish,
1219 South Federal St.,
Boston, Mass.

Respectfully,

W. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

June 8, 1928

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of June 6th, you are authorized to accept the offer of the Irvington Smelting & Refining Works to purchase from you one lot of melter's sweeps, bags numbered 131 to 188, inclusive, weighing 9,001 pounds net, avoirdupois, containing 47.533 fine ounces of gold and 34.473 fine ounces of silver per ton of 2,000 pounds, at a price of $3,914.02 on the lot; this being the higher of two bids received of six bids asked.

Respectfully,

Acting Director of the Mint.

RG104 E-235 Vol 484

June 8, 1926.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

You will find inclosed certain forms in the case of Miss Mary T. Haney.

Please execute these papers and return them as promptly as possible to this Bureau in order that a settlement of this case may be expedited.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

June 8, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a copy of a letter received today from the Department of State, together with a specimen gold medal.

With the return of the inclosed letter, will you please advise this Bureau what reply should be made to the Secretary of State in reply to his inquiry as to how to dispose of these medals to the best advantage?

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Inclosure:
Copy of letter
Gold Medal.

Via Registered Mail.

RG104 E-235 Vol 484

June 9, 1926.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please give the inclosed booklet entitled "Coins of the Americas" to Mr. Sinnock as a help to him in the preparation of the "Catalogue of Coins, Tokens and Medals", etc.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

June 9, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

There is forwarded to you today under separate cover by insured parcel post 62.85 ounces of standard gold scrap, value $1,560.00, and 39.25925 ounces of standard silver scrap, of which, 37.8125 ounces belong to the standard silver dollar account, (S. S. Dollar value $44.00), and 1.44675 ounces which belong to the subsidiary account, (subsidiary value $1.80).

The following accounts should be credited to San Francisco, Denver and Philadelphia respectively, being the values of metals resulting from special assay coins forwarded to this Bureau up to and including March 31, 1928:

	San Francisco	Denver	Philadelphia
Gold - - - - - -	- - - - - - -	- - -	$1,560.00
S S Dollar - -	$44.00	- - -	- - - - - - -
Subsidiary - -	1.80	$0.20	- - - - - - -

Please proceed to make these entries, and notify the Mints at Denver and San Francisco when they have been completed.

There is also forwarded with this metal, two fine silver bars weighing 18.83 ounces and 29.55 ounces respectively, a total weight of 48.38 ounces; in exchange for which please return the equivalent in proof inquartation silver (shot form) to this Bureau.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

June 12, 1926.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of June 11th, and for the reasons stated therein, you are authorized to purchase from the Vesuvius Crucible Company, 300 #70 Mint special crucibles at $9.40 each, less 1% for payment in 10 days; this being equal to the lowest of four bids received.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

June 12, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bill of the American Ry. Exp. Co., 46¢, express charges on coin, Philadelphia to Washington, 3/13/28, for the Mint collection at the U. S. National Museum, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

June 13, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of 48.58 ounces of proof inquartation silver, forwarded with your letter of June 12th.

Respectfully,

W. A. Bailey

Acting Director of the Mint.

Q

RG104 E-235 Vol 484

June 15, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of June 14th, requesting authority to order twenty tons of coal at $5.52 per ton from the O'Brien Coal Company, to enable you to make a practical test of the coal they propose to furnish, since their bid is the lowest of seven bids received.

It is understood that when the test has been completed on the twenty tons of coal from the O'Brien Coal Company, if it is found that the quality of the coal does not meet your requirements, you then have authority to order a sample lot of twenty tons of coal from the next lowest bidder, George W. Heuer Company, in order to make a comparison which would justify you in entering into a contract for the 800 tons required for a three months' supply at the slightly higher price of $5.64 per ton.

Respectfully,

Acting Director of the Mint.

RG104 E-235 Vol 484

June 15, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the sum of $15,000.00, Contingent Expenses, Mint at Philadelphia, 1928.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

June 16, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will be authority for you to purchase from the General Supply Committee Contract the following typewriters:

2 Underwood, Model No. 5, with 84 characters, - - - - - - $70. each;
1 L. C. Smith for 10½" paper, 84 characters, - - - - - - 70.;
1 Remington, Model No. 12, 84 characters, - - - - - - 70.

It is understood that in exchange for the above you are to turn in the following old typewriters which are now practically useless:

		Allowance:
1 Remington No. 10 - KK27116,	- - for above Remington,	$20.00
1 Remington No. 10 - NN30890,	- - for one Underwood,	15.00
1 L. C. Smith No. 3-43815,	- - - for one L. C. Smith,	22.50
1 L. C. Smith No. 3-377703,	- - - for one Underwood,	22.50

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

June 16, 1928.

To All Mint Service Institutions.

Gentlemen:

In view of the fact that the appropriations for the next fiscal year have been consolidated, and that the titles of the appropriations will no longer indicate what officer made the disbursements, it is directed that, beginning with the next fiscal year, the name of the disbursing officer be shown in the space in the upper right-hand corner of each expenditure voucher (see standard form 1034, also payroll form). This will be particularly useful in the General Accounting Office, where the account vouchers are not kept together at all times but are segregated into different classes, the vouchers being examined by clerks assigned to special classes of work and later being re-assembled for filing.

The Bureau is ordering two rubber stamps for the use of each large office and one for each small office, and same will be forwarded as soon as received.

Respectfully,

M McRoberts

Acting Director of the Mint.

F-S

RG104 E-235 Vol 484

June 18, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of June 16th, you are authorized to purchase an Addressograph, listed in the General Supply Committee Catalogue, and consisting of the following:

1	F2A Addressograph - - - - - - - - - - - -	$355.00
2	Listers for sheets, @ $25.00 - - - - -	50.00
1	Lister for checks - - - - - - - - - - -	35.00
1	Selector - - - - - - - - - - - - - - -	60.00
1	Signal, mechanical bell - - - - - - - -	20.00
2	Cut-offs, @ $5.00 - - - - - - - - - - -	10.00
650	Zinc plates, @ $10.60 per M - - - - - -	6.89
1	SBC-6 Cabinet - - - - - - - - - - - - -	15.00
6	Drawers, @ $1.00 - - - - - - - - - - -	6.00
	Total - - -	$555.89

It is understood that the foregoing prices are F. O. B., your Mint.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

June 20, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of June 19th, you are authorized to purchase from A. Berkman 5,000 yards (approximately) of cotton duck, 30" wide, for use making your larger coin bags, at $0.2195 per yard; this being the lowest of three bids received of four bids asked.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

June 21, 1928.

Mr. R. E. Hall,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing Pullman order from Philadelphia to Denver for your return trip to your home office.

Please notice that the appropriation to be charged with the cost of this travel is 1929. It is important that you do not use this order until after June 30, 1928, as the appropriation for 1928 is exhausted.

The cost of this travel must be charged, as indicated on the request, to the 1929 appropriation.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

June 23, 1928.

United States Mint, Philadelphia, Pa.
" " " San Francisco, Calif.
" " " Denver, Colorado.
U. S. Assay Office, New York, N. Y.

Gentlemen:

Please forward your annual report as early as practicable after the close of the current fiscal year. Reference is made to pages 7 to 18 of the last annual report of the Director of the Mint for general information concerning the data required therefor. Such portion of the data in question as are regularly furnished the Bureau in monthly or quarterly reports, need not now be repeated unless yearly totals differ from an aggregation of the reported periodical totals, in which case reference should be made to the items in which differences occurred, with indication of the correct data.

As heretofore, information is desired concerning any improvements or material changes from former operating practice.

Respectfully,

M. McRaley

F-S

Acting Director of the Mint.

RG104 E-235 Vol 484

June 23, 1928.

United States Mint, Philadelphia, Pa.
" " " San Francisco, Calif.
" " " Denver, Colorado.
U. S. Assay Office, New York, N. Y.

Gentlemen:

Please forward your annual report as early as practicable after the close of the current fiscal year. Reference is made to pages 7 to 18 of the last annual report of the Director of the Mint for general information concerning the data required therefor. Such portion of the data in question as are regularly furnished the Bureau in monthly or quarterly reports, need not now be repeated unless yearly totals differ from an aggregation of the reported periodical totals, in which case reference should be made to the items in which differences occurred, with indication of the correct data.

As heretofore, information is desired concerning any improvements or material changes from former operating practice. Please also forward illustrations, with descriptions, of any new design coins which have been issued during the current fiscal year (see page 5 of last year's annual report).

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S

RG104 E-235 Vol 484

June 25, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of June 22nd, and for the reasons stated therein, you are authorized to purchase from the Standard-Johnson Company, Ind., one new coin-counting machine, automatic, at a cost of $650.00.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

June 26, 1920.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of June 25th, you are authorized to purchase from the Bonded Floors Company, Inc., 44 square yards of heavy battleship linoleum at $1.54 per square yard, less 5% - 10 days; listed in the General Supply Catalogue under Item 9860 (a) (1) (cc).

Respectfully,

Acting Director of the Mint.

RG104 E-235 Vol 484

June 26, 1926.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of June 25th, and for the reasons stated therein, you are authorized to purchase from Shaw-Walker Company the following:

1 #1054 olive-green, steel horizontal section equipped with 10 drawers (5 wide, 2 high)	$52.00
500 203VP. Visible pockets, @ .02	10.00
40 203 IVU First expanding guides, @ .20	8.00
40 203 CVU Given name guides, @ .20	8.00
Total - - - -	$78.00

Respectfully,

Acting Director of the Mint.

June 27, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Referring to Contract T2m-84, covering the purchase of a reducing machine, it is noted that the proposal includes a provision that the accepted price covers customs duties, if levied. It should be understood that, if not levied, the amount included in the submitted price to cover same will not constitute a proper charge against the Government. It is suggested that the Contractor be notified of this fact, and that he acquiesce thereto in writing.

The specification "Type 2" might appear to the General Accounting Office to refer to a particular make of article. The fact that but one bid was received would support this conclusion. It is thought probable that the General Accounting Office would question the evidence of competitive specifications.

It is suggested that a new abstract of agreement be prepared, certifying, if possible, that this is the only machine which would meet the requirements of the work to be done. This would justify the purchase without competitive bids. The abstract of agreement, as it now appears, purports to indicate an attempt to obtain competitive prices, while the indications are that real competition was not possible under the specifications used.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

June 27, 1930.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Referring to your letter of June 22nd relative to resuming life-saving medals, I am inclosing for your information and appropriate action a copy of a letter received today from the Department of State; your June 22nd letter having been referred without comment by this Bureau to that Department.

Respectfully,

[illegible]

Acting Director of the Mint.

RG104 E-235 Vol 484

June 27, 1926.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of June 20th, you are authorized to return to the Standard-Johnson Company, Inc., of Brooklyn, N. Y., two of your automatic coin counting machines, which are very much worn, and have same rebuilt with all the latest improvements added, at a cost of $475.00 each; it being understood, as stated in your letter, the above named firm is the maker and the only one equipped to rebuild these machines.

Respectfully,

Wm. T. Reily

Acting Director of the Mint.

RG104 E-235 Vol 484

June 27, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The following pertains to your accounts for the month of May.

Deposit certificate No. 5566 in the name of Wilson Pawn & Jewelry Co., Inc., is returned herewith for the certification of the Assayer.

Deposit certificate and receipt for bullion No. 5685 are returned herewith for receipt on the certificate in the name of the depositor rather than in the name of Frank N. Lincoln personally.

Deposit certificate and receipt for bullion No. 5741 are returned herewith for indorsement of James Young on the receipt for bullion.

Dealers' bill pertaining to voucher No. 722 in favor of Diefendorf Gear Corporation is herewith returned for certification as to being "correct and just", etc.

If you retained a copy of the schedule of collections, please amend, in right-hand column, by inserting opposite the last item "Charges on bullion deposits"; and opposite the item $127.17 "Surplus bullion recovered", and opposite the item $137.-68 "Coinage profits, seigniorage". Such amendments have been made on the copies in this office. In this connection it is suggested that in future recoinage profits on minor coin be grouped and totaled with the seigniorage on other coinage.

The foreign metals statement covering silver received for coinage for the Government of Ecuador has been amended by inserting thereon the ounces of alloy sold to Ecuador from your minor metal account. It has been the practice in the past to include on such statements the alloy metal with silver or gold deposited in trust for other governments.

RG104 E-235 Vol 484

It is noted that silver coinage was made for Nicaragua, although no alloy metal is shown on the foreign metal statement pertaining thereto. Please advise how this alloy situation was handled, and in future follow the procedure mentioned in preceding paragraph, supplying invoices or other supporting vouchers when the alloy is furnished by the foreign government.

Respectfully,

F-S
Encls.

Acting Director of the Mint.

June 28, 1922.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendations contained in your letter of June 27th, you are authorized to purchase the following:

Sensitive bench drill

from Calco Machinery Company at a cost of $100.00; this being the lower of two bids received of three bids asked;

Splitting Shear

from Swing Machinery Company at a cost of $[illegible].50; this being the lowest of three bids received;

Electric-driven drill

from Ritter Brothers & Company at a cost of $46.00; this being the lowest of three bids received;

Boiler tube expander

from John F. Swan at a cost of $76.00; this being the only bid received of three bids asked.

Please be advised that it is not necessary to get the authorizations of this Bureau to make purchases of this nature.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

June 29, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

With reference to Bureau letter of May 3, 1928, advisory of the appropriation allotments and apportionments for the fiscal year 1929, please be advised that the salaries and wages apportionments have been amended to care for the increased compensation provided for by the Welch Act, as below. It will be noted that the apportionment for the last quarter is insufficient to pay the salaries at the authorized higher rates; such apportionment will therefore be subject to amendment if and when the Congress appropriates, at its next session, the needed additional amount.

Salaries and Wages

1st Quarter - - - - - - - -	$150,200
2nd " - - - - - - - -	150,200
3rd " - - - - - - - -	150,200
4th " - - - - - - - -	132,900

Respectfully,

W. D. Ostrander

Acting Director of the Mint.

F-S

RG104 E-235 Vol 484

June 30, 1948.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please prepare and forward to the United States Mint at Denver, Colorado, the following:

50 ounces of proof gold.

Respectfully,

D. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

June 30, 1928.

Superintendent, U. S. Mint, Philadelphia.
" U. S. Mint, Denver.
" U. S. Mint, San Francisco.
" U. S. Assay Office, New York.

Gentlemen:

Herewith please find two mimeographed forms on which it is requested that the balances in your accounts subject to your control as the close of business June 30, 1928, be stated as per the classification indicated. All balances should be stated, except those carried in your bullion account current. The enclosed, with the data inserted, should be returned so as to reach this office by about July 15th.

Respectfully,

R. J. Grant,
Director of the Mint.

F-S
Encl.

RG104 E-235 Vol 484

June 30, 1920.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of June 29th, you are authorized to purchase from The Riverside Metal Company 2,000 pounds of bronze strips for making medals at the rate of $0.2275 per pound; this being the lower of two bids received of three bids asked.

Respectfully,

R. T. Grant
Director of the Mint.

June 30, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In reply to last paragraph of your letter of June 28th concerning alloy copper used in Nicaraguan silver coinage, it is requested that in future similar cases when manufacturing charges include the cost of alloy copper, a notation be made on the face of the foreign metal statement somewhat similar to the following: "Manufacturing charges include alloy copper, _____ ounces, from mint store".

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

Contingent Expenses Office
Director of the Mint 1929.

July 2, 1929.

DAY-LETTER.

Superintendent,
United States Mint,
Philadelphia, Pa.

New insurance contracts effective July first on shipments bullion and coin (stop)

Mail shipment insurance notices to and change name thereon to De Lanoy, Kipp and

Swan, two Wall Street, New York City.

Grant
Director.

July 2, 1929.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you of the following amounts to meet the expenses of your institution during the fiscal year 1929:

Salaries and Wages,	
Mint Service Major Institutions, 1929 -	$75,000.00
Contingent Expenses,	
Mint Service Major Institutions, 1929 -	6,000.00
Transportation of Bullion and Coin,	
Mints and Assay Offices, 1929 - - - - -	200.00

Respectfully,

R. J. Grant,
Director of the Mint.

F-S

RG104 E-235 Vol 484

July 5, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing correspondence received today from the Department of State, asking for the manufacture of coins for the Government of Costa Rica.

Please advise this Bureau by return mail of the charges to be imposed for the execution of this coinage, as well as the amount of gold required therefor.

It is understood that these coins are to be the same design, and of the same weight and fineness as those made by you in 1926. You will recall that at that time you charged $35.00 per 1,000 to manufacture these coins, this price including the cost of the alloy.

It is important that you place no writing on the inclosed correspondence which you will, of course, return with your reply.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

July 5, 1928.

Sir:

I am inclosing a copy of a circular letter received today from the Acting Secretary of the Treasury, calling for certain information required by the Chairman of the Advisory Committee appointed by the President on June 20, 1928, to analyse and report on the civil service rules relating to "veterans preference, * * *".

As you will observe that this report must be compiled by this Bureau and submitted to the Division of Appointments by August 31st, for that reason it will be necessary for this Bureau to have your report not later than August 20th.

It is suggested that you make your report as of August 1st.

Your immediate attention to the request contained in this letter is invited.

Respectfully,

R. J. Grant
Director of the Mint.

Superintendent,
United States Mint,
Philadelphia, Pa.

RG104 E-235 Vol 484

July 6, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Pending instructions from the War Department, please hold without filling the orders for badges referred to in your letter of July 5th, together with the funds which accompanied same.

As soon as we are notified by the War Department as to the procedure to be followed, you will be so advised.

For your information, there is inclosed a copy of a letter sent today to the War Department in the premises.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

July 9, 1928.

Sir:

The Comptroller General of the United States has recently given directions that, effective, July 1, 1928, symbol numbers (which have been assigned to each miscellaneous receipt account heading) be used on all vouchers pertaining to the accounts; that is, on the accounts current form 1019, schedules of collections form 1026, and certificates of deposit form 1. Both the receipt heading and the symbol must be used on each of the forms. The symbol, in addition to serving as an index, helps to more specifically identify each item, especially when the exact receipt heading has not been given, as not infrequently happens, particularly on certificates of deposit. The many hundreds of receipt headings that are used in the Government acccounts have been classified into groups; the group that pertains to peculiarly Mint Service receipts has been assigned the master symbol 6300, that is, all such are numbered in the series 6300 to 6399.

The appropriations have also been assigned symbol numbers which must be used on accounts current, schedules of disbursements, public vouchers and pay rolls; also on schedules of collections in those instances where the amounts collected (such as charges for manufacture of articles) are to be placed to the credit of the appropriations from which they had previously been expended (in doing the work). The appropriation symbol 29508 analyses as follows: 29 means the year of the appropriation (fiscal year ending June 30, 1929), 5 means Mint Service (wherever 5 appears in the hundreds column), 08 means Salaries and Wages, Mint Service Minor Institutions (the two figures at the right identify individual appropriations). For the fiscal year 1930, the symbol of the corresponding appropriation will be 30508, etc., etc.

Receipt account symbols need not be used on C/Ds placing moneys in the special deposit checking accounts, but when the unused balances of such accounts are transferred to the regular account current and deposited in the Treasury beyond your control, the symbol numbers should be used.

Inclosed please find schedules of the account headings with their symbols, of both receipt accounts and appropriation accounts. They should be used with care and accuracy in order to avoid return of vouchers for correction. Where titles are long, sufficient of the specified wording or abbreviation thereof should be used in conjunction with the symbol to insure accurate identification of the symbol with the title by a person not thoroughly conversant with Mint Service business.

RG104 E-235 Vol 484

Specimen copy of an account current, also of a schedule of collections, is also inclosed to illustrate method of use of the symbols. Those small institutions that do not now have occasion to use the schedules of collections form 1026, will not have to use them hereafter.

When depositing funds into the Treasury, confusion will be avoided if correct C/D forms are used. C/D form 6599 should be used when the moneys are to remain subject to your check (when placed in the special deposit account). C/D form 1 should be used when the moneys pass beyond your control.

Respectfully,

R. J. Grant
Director of the Mint.

F

Superintendent,
United States Mint,
Philadelphia, Pa.

RG104 E-235 Vol 484

July 10, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bill of the Pennsylvania RR Co., $6.00, freight charges on toiletpaper, North Bennington, Vt. to Philadelphia, 5/10/28 and bill of the Baltimore and Ohio RR Co., 50¢, freight charges on buckets, Washington, D. C. to Philadelphia, 4/2/28 have this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

R. J. Grant,
Director of the Mint.

P.

RG104 E-235 Vol 484

July 10, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will confirm telephone communication of today, authorizing you to accept the proposal of the American Smelting and Refining Company to supply your Mint with 300,000 pounds of copper at $0.1480 per pound; this being the lowest of four bids received.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

July 12, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a copy of a letter written at Philadelphia, to which was attached a note stating that same was apparently written to amend a letter of this Bureau, dated May 29, 1928, to strike out the word "two" and substitute the word "three".

The Bureau letter as written, which still appears to be correct, is a paraphrase of your letter of May 28th, the last paragraph of which reads as follows:

> "The only two bids which are lower than the one recommended above are on muslin which is entirely too flimsy for our use in making coin bags."

The above statement on your part appears to this Bureau to be exactly accurate.

It is not clear, therefore, why another letter was written.

Respectfully,

W. M. Rand

Acting Director of the Mint.

RG104 E-235 Vol 484

July 12, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bill of the Reading Co., $1.41, freight charges on soap, Buffalo to Philadelphia, 6/1/28, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P.

RG104 E-235 Vol 484

July 13, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Please forward to this office a statement showing by months, during the past fiscal year, the amount of proof bullion furnished each office, to be incorporated in your report of operations.

Respectfully,

R. J. Grant,
Director of the Mint.

H-A

RG104 E-235 Vol 484

July 13, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward to the San Francisco Mint as promptly as possible:

Five Pairs of Half Dollar Dies.

Respectfully,

R. J. Grant
Director of the Mint.

July 14, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of July 13th, and for the reason stated therein, you are authorized to purchase from the Fairmount Foundry Company approximately 7,500 pounds of first grade iron castings at $0.039 per pound, a total of $292.50; this being the lowest of seven bids received.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

July 14, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of July 13th, and for the reasons stated therein, you are authorized to purchase on formal contract from the George W. Hauer Coal Company 800 tons gross of bituminous coal at $5.64 per gross ton.

In awarding this contract, please require a bond in connection therewith.

Respectfully,

R. J. Grant
Director of the Mint.

RG104 E-235 Vol 484

July 16, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bureau letter of July 9, 1928, concerning symbol numbers of appropriation and receipt accounts, is amended as follows:

The first figure of the appropriation symbol denotes the department and the second the appropriation year, instead of first two figures denoting year. In the symbol 29508, the 2 represents the Treasury Department and the 9 represents the fiscal year ending June 30, 1929. On the schedule of account headings, with their symbols, sent with letter of July 9th, the last line, in parenthesis, should read (The second figure changes with each fiscal year.)

Respectfully,

Acting Director of the Mint.

F-A

RG104 E-235 Vol 484

July 17, 1928.

Superintendent, U. S. Mint,
Philadelphia., Pa.

Sir:

Herewith please find contract No. T2m-72 with John McKee, for amendment at the place marked with an X in the margin, to make it cover the fiscal year ending June 30, 1929, instead of 1928, and return.

Respectfully,

M. M. O'Reilly

Acting Director Mint.

RG104 E-235 Vol 484

July 18, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of July 17th, you are authorized to purchase from The Riverside Metal Company about 200,000 pounds of 5% nickel blanks at $0.49-3/8 per pound, less 1%; this being the lower of two bids received of three bids asked.

Respectfully,

Wm. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

July 20, 1928.

Superintendent, U. S. Mint,
Philadelphia, Pa.

Sir:

Enclosed please find proposals pertaining to contracts 70 and 71 of the current fiscal year, for signature to the certificate "I have satisfied myself" etc., and return.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

July 20, 1928.

Sir:

Estimates of the appropriation requirements for the fiscal year beginning July 1, 1929, have been called for, to be submitted by this Bureau by August 6th. Since the Bureau has considerable work on them after receipt of your estimates, it will be seen that you should forward them at the earliest practicable moment.

The estimates under both appropriations should be submitted in the same form as heretofore, under the same symbol and other classifications, and with care and accuracy. Comparable data for three fiscal years are required; viz: Expenses actually incurred (whether or not paid) under the appropriations for the year ended June 30, 1928; anticipated expenses during the current fiscal year 1929; and estimated requirements for the next fiscal year, 1930.

Under the salaries and wages appropriation the numbers of employees and the averages of their salaries will be stated under new ranges, as per schedule inclosed. For comparable 1928 expenditures those in the corresponding old ranges (see inclosed schedule) will be stated on the same lines. For example, those positions carried, in the year just closed, under old range numbered 15 ($3000 to $3600) will, on your submitted estimates, be shown on the same line as positions under new range numbered 19 ($3200 to $3700). -

Salary Range, $3200 to $3700; average $3450 -

	1930	1929	1928
Chief Clerk - - - - - - - - - - -	1 - $3400 (New Range 19)	1 $3400 (New Range 19)	1 $3300 (Old Range 15)

It will be noted, by reference to the schedule, that the numbers of the various grades newly established for the Washington Departments are placed opposite the corresponding salary ranges under each service (professional, sub-professional, etc., also that the relations of the old ranges to the new are shown. These should be of assistance to you in allocating positions to ranges and in preparing your estimates on a consistent and comparable basis. In field estimates, the positions will not be segregated into professional, sub-professional, etc. groups, but all positions (such as helper) in the same range will be stated together. (See Bureau letter of December 8, 1927).

RG104 E-235 Vol 484

Please note that the char force should be stated under the same range as other positions in range 5. The classification law places them in Custodial Grade 2 where their rates of pay, if they worked eight hours, would bring them. It is suggested that a foot note be made explaining that the average shown to have been paid them is below the minimum of the grade on account of part time employment.

Also note that in some instances two of the new ranges correspond to a single old range, and that there is no new range which corresponds with old range numbered 4.

Please keep in mind that position is the determining factor, not person - see explanations given in Bureau letter of December 8, 1927.

If, by reason of necessity, your estimates for 1930 are for amounts in excess of those allotted for your use during the current fiscal year, full explanation justifying the increase should be given.

Please forward the estimates as soon as possible.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F

Superintendent,
United States Mint,
Philadelphia, Pa.

July 20, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In response to your letter of July 5th relative to the Act of May 12, 1928, authorizing "gratuitous issue of service medals and similar devices", this Bureau has been advised by the War Department that, if applications are directed to the Office of the Quartermaster General, United States Army, Washington, D. C., these badges will be furnished without charge from the Philadelphia Quartermaster Depot.

You are requested, therefore, to return the remittances you have on hand to the applicants with instructions to make application to the Quartermaster General, United States Army, Washington.

All future requests should be referred as above outlined.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

July 25, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward to the Denver Mint the following:

15 Obverse Quarter-Dollar Dies;
10 Obverse Dime Dies.

Respectfully,

M. M. O'Reilly
Acting Director of the Mint.

RG104 E-235 Vol 484

July 23, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

There is quoted below for your information and guidance a letter dated July 16, 1928, from the General Accounting Office:

"It is requested that all vouchers in payment of supplies furnished by the Aluminum Cooking Utensil Company of New Kensington, Pa., be forwarded to this office for direct settlement.

"This action is taken for the reason that the records of this office show that the above-named company is a Pennsylvania corporation, the entire capital stock of which is owned by the Aluminum Company of America. The former corporation is therefore a subsidiary of, and its accounts should be considered as pertaining to the latter corporation. And for the reason that the Aluminum Company of America is indebted to the United States in excess of $1,000,000."

Respectfully,

N. M. O'Reilly

Acting Director of the Mint.

F-S

RG104 E-235 Vol 484

July 24, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please permit the Bureau to express its appreciation of the order and neatness with which your Annual Report for the Director's Report has been transcribed by the Typist.

Respectfully,

D. B. O'Brien

Acting Director of the Mint.

RG104 E-235 Vol 484

July 24, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Referring to your letter of July 23rd relative to the purchase of steel for dies, Mr. Frantz suggests that the following statement be carried on the abstract of agreement when your accounts are forwarded covering the purchase of steel:

"Previous experience has shown that steels, tendered on a competitive basis and accepted at lower prices than submitted for Midvale steel, have not given satisfactory results when made into dies.

Only one proposal was invited in this instance for the reason that on March 14th last, we placed an order with the Bethlehem Steel Company for some die steel which was supposed to be as good as that which we had previously purchased from Midvale but when put to the actual test, we found that the Bethlehem steel gave us less than half as many good coins from a pair of dies as we were accustomed to get from the Midvale steel.

The original cost of the steel which enters into coinage dies is a small factor in the total cost of the dies as the labor in manufacture is very much more than the cost of material, and for that reason I feel justified in getting the best possible grade of steel even though the cost were a little higher. The longer-life dies are a saving to the Government not only in the greater number of coins struck from one pair but also in the time saved in not having to change dies so frequently."

Respectfully,

M. M. O'Reel

Acting Director of the Mint.

July 25, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Within a week the question of coinage (gold) came up in the Secretary's Office, and, after a conference with the Federal Reserve Bank of New York, the Undersecretary decided that, in view of the present stock of gold coin on hand at your Mint and in the Federal Reserve Bank, it would not be necessary for us to undertake gold coinage for the present.

Previous to Mr. Grant's departure, he received from the Treasurer's Office a statement giving an estimate of the coin requirements at your Mint for the remainder of the calendar year, no allowance being made for the balance held by you, as follows:

Quarter Dollars - - - - - -	$3,000,000.
Dimes - - - - - - - - - - -	2,500,000.
Nickels - - - - - - - - - -	1,700,000.
Cents - - - - - - - - - - -	1,600,000.

This information is being forwarded to you for the purpose of assisting you in formulating your program of coinage, now that we know that we are released from the necessity of coining gold.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

July 25, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please send to this Bureau a complete record of Mr. Homer L. Pound's service in your Mint.

Our records indicate the beginning of his service as June 11, 1889, whereas the application for retirement states that he commenced work in 1881.

Please reconcile this discrepancy for us.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

July 25, 1928.

Sir:

In anticipation of the reclassification by the Personnel Board, please advise this Bureau the basis upon which you determine whether a man in your employ shall be paid the per diem rate or the annual rate of compensation.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Superintendent,
United States Mint,
Philadelphia, Pa.

RG104 E-235 Vol 484

July 26, 1928.

Sir:

General Accounting Office

Referring to General Regulation number 54, Supplement 4, / dated June 19, 1928, and mailed to you on June 25, 1928, please apply to your payroll only paragraphs 1, 2 and 4; ignoring the balance.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

Superintendent,
United States Mint,
Philadelphia, Pa.

RG104 E-235 Vol 484

July 27, 1920.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Mr. H. F. Shea, General Delivery, Gaithersburg, Maryland, called here today with a small package of what appeared to be gold bullion.

He was advised to forward the package to your Mint.

Will you please accept this deposit, although the Bureau feels sure that there is not $100. worth of gold in it?

Mr. Shea was told that he would receive payment by check on the Treasurer of the United States, less the charges for fitting the material for coinage purposes.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

July 28, 1920.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Referring to your letter of July 27th in which you request authority to subscribe for the "Chemical and Metallurgical Engineering Journal" for the current fiscal year at the regular publisher's price of $3.00, it is suggested that you place this order with the McGraw-Hill Publishing Company; otherwise, you will have to manifest in your accounts that you had obtained competitive bids, and this is unnecessary.

A formal letter of authorization for this subscription is inclosed.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

July 28, 1926.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward to the San Francisco Mint the following:

50 ounces of proof gold.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

July 30, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bill of the Pennsylvania RR Co., $16.28, transportation charges of Mr. T.T.Belote, Washington to New York and Philadelphia, 6/25/28, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

July 30, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

This letter will be your authority to proceed with the coinage of 25,000 gold pieces of the denomination of 2 colones each for the Government of Costa Rica.

It is understood that these coins are to be the same design and of the same weight and fineness as those made by you in 1926, and that the cost thereof is $35.00 per thousand pieces, which charge includes cost of alloy, but not bullion, and also does not include cost of containers needed to pack these coins for shipment.

It is further understood that this coinage will require 1,125.567 fine ounces of gold, with a value of $25,267.54, and that the gold itself, and all expenses incident to this coinage, will be transmitted to you by the National City Bank of New York.

Respectfully,

W. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

July 30, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bill of The Pullman Co., $1.88, Pullman charges of Mr. T. T. Beloto, Washington to New York, 6/27/28, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

W. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

July 31, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of July 30th, you are authorized to accept the proposal of Turner Foundry & Machine Company to furnish your Mint with first-grade iron castings, as may be required, during the balance of the current fiscal year, at the rate of $0.04½ per pound, less 1% for payment in 10 days; this being the lowest of five bids received of seven bids asked.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

July 31, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Returned herewith please find duplicate and triplicate, with bond, of the following contracts for furnishing your institution with coal and removing ashes during the fiscal year 1929:

Contract No. T2m-72 - John McKee.
" " T2m-74 - George W. Heuer Co.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S
Encl.

RG104 E-235 Vol 484

July 31, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Reference is made to your budget data for the fiscal year 1930, and particularly to the position of helper (title changed from watchman) near the top of page 2 of salaries and wages data. Apparently this line of the report represents persons rather than positions. Apparently these helpers should have been reported under the heading of "Temporary and Overtime" for 1928, and as additional positions under salary range $1,620 to $1,920 for the fiscal years 1929 and 1930, since $1,740 per annum is far beyond the salary range in which the positions were reported. It is understood that it is now proposed to make these positions permanent.

In regard to the position of watchman it is understood that you have eighteen or more permanent watchman positions while only ten are estimated for for 1930. All positions of watchmen are permanent even though some may have been filled by temporary employees.

Please forward an amended page 2 of salaries and wages budget data caring for the conditions above mentioned, and with a note thereon indicating changes that should be made to care for the additional helpers under salary range $1,620 to $1,920. Also please review the entire budget data under salaries and wages to correct any possible other confusions between position and person, or between temporary and permanent positions.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-6

RG104 E-235 Vol 484

August 1, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of July 31st, you are authorized to purchase from Strawbridge & Clothier six 6-gallon water coolers, heavy tin, with porcelain lining, handles and nickel plated faucets, at $8.50 each; this being the lower of two bids received of three bids asked.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

August 1, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Your letter of July 31, 1928, relative to Pullman charges of Mr. T. T. Belote, Washington to New York, 6/27/28, has been received. Pullman request No. T-183-086, was issued to the traveler and used by him as is evidenced by the Pullman company presenting the original for payment, indicating that the services were rendered by the Pullman company and for which it must be paid. If the charges referred to in your letter were for the identical service then you should obtain the amount from the traveler and reimburse the appropriation in the regular manner. According to Bureau records Pullman request No. T-183-086 was issued to Mr. T. T. Belote, Washington to New York, but no request was issued for the return trip. It is possible that the amount paid on your Vo. No. 36 was for the return trip.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

August 1, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment bill of the American Ry. Exp. Co., from the profits on minor coinage:

L/6/6441 6/20/28 Phila to Detroit $10,000 in cents $241.20

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

August 2, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Requisition has been approved for advance to you the following to meet the expenses of your institution during the fiscal year 1929.

Salaries and Wages	$40,000.
Contingent Expenses	4,000.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P. F.

RG104 E-235 Vol 484

August 4, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of August 3rd, you are authorized to purchase from The New Jersey Zinc Sales Company 13,000 pounds of zinc slabs, high grade, to conform to classification of A.S.T.M., 99.90 fine, (their Horse Head Brand, 99.94% fine), at $0.08 per pound, delivered at your Mint; this being the only bid received of three bids asked.

Respectfully,

Wm. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

August 4, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

In accordance with the recommendation contained in your letter of August 3rd, you are authorized to purchase from the U. S. Smelting Works 3,200 pounds of tin, in pigs, 99.90 fine, Banka, Billiton or Penang, at $0.4845 per pound; this being the only bid received of three bids asked.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

August 4, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward to the San Francisco Mint the following:

20 Pairs Salvador One-Centavo Dies;
10 Pairs Half Dollar Dies.

Respectfully,

W. M. O'Reilly

Acting Director of the Mint.

August 4, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

With reference to your telephoned inquiry concerning the cost of rolls manufactured by you for the Denver Mint on order placed during the fiscal year 1928, please be advised that bill should be rendered as heretofore since the cost of same is payable from the contingent appropriation of the Denver Mint for 1928. It is understood that part of the cost was paid from your 1929 appropriations, and the proceeds should therefore be deposited by you on the same basis as heretofore; that is, amounts paid from the 1928 appropriations should be reimbursed thereto, and amounts paid from the 1929 appropriations should be reimbursed thereto.

This is an exception as regards the 1929 appropriations to the procedure explained in Bureau letter of May 2, 1928, and will not apply to orders filed subsequent to June 30, 1928.

Respectfully,

M. W. O'Reilly

Acting Director of the Mint.

E-S

RG104 E-235 Vol 484

August 6, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward to the Seattle Assay Office the following:

10 ounces of proof gold.

Respectfully,

W. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

August 6, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

I am inclosing a badge, together with a copy of a letter left here today by a representative of the Narcotic Division of the Treasury Department.

Will you please investigate this matter and report thereon to this Bureau as soon as possible?

In connection with this case, please advise us what precautions are taken to prevent imperfect strikes from getting out of the custody of the Mint.

If the inclosed is a counterfeit, I would suggest that the Secret Service be requested to assist you in tracing the source.

If it is not a counterfeit, but an imperfect strike, it is suggested that an investigation be made as to how it ever left the Mint.

With your report, please return the inclosed letter.

Respectfully,

W. H. McPherson

Acting Director of the Mint.

August 6, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

The Bureau is in receipt of your letter of August 4th with accompanying papers pertaining to contract T2m-76. Please forward, for supporting same, copy of your acceptance of the proposal of Turner Foundry & Machine Co.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

F-S

RG104 E-235 Vol 484

August 8, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please forward to the San Francisco Mint the following:

Quarter Dollar Dies,	5 Obverse,	5 Reverse;
Dime Dies,	5 Obverse,	10 Reverse;
Nickel Dies,	15 Obverse,	5 Reverse;
Bronze 1¢ Dies,	20 Obverse,	20 Reverse.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

August 8, 1928.

Sir:

At your convenience, please consult your records and ascertain if any employees, separated from the Service by death or resignation (voluntary or otherwise), and who were ineligible for retirement compensation, have due them, on account of failure to claim same, any sums deducted from their pay on account of the retirement law.

Respectfully,

Acting Director of the Mint.

Superintendent,
United States Mint,
Philadelphia, Pa.

RG104 E-235 Vol 484

August 8, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Please let this letter be your authority to proceed with bronze coinage for Ecuador, in accordance with the terms of your letter of September 21, 1927, and of a letter, dated December 13, 1927, written by the Secretary of the Treasury to the Secretary of State. The National Bank of Commerce of New York is the Agent for Ecuador in this transaction.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

August 13, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Bill of the Pennsylvania RR Co., $7.77, freight charges on rags, Providence to Philadelphia, 6/3/28, has this day been forwarded to the General Accounting Office for settlement, payable from your 1928 contingent appropriation.

Respectfully,

M. M. O'Reilly

Acting Director of Mint.

F. F.

August 13, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Replying to your letter of August 6th concerning disposition of check for $660.00 received by you from the New York Assay Office for maple boxes ordered by them as a charge against their 1928 contingent appropriation, please be advised that this transaction should be handled in the same way as similar transactions pertaining to 1926 and prior appropriations, this transaction being similar to the one with the Denver Mint concerning the rolls. Please advise the Bureau if you have any other uncompleted orders for supplies or equipment, issued by the other Mint Service institutions prior to July 1, 1928, with estimated cost thereof and probable dates of their completion.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

P-S

August 14, 1928.

Sir:

The attention of this Bureau has recently been called to the fact that a large sum of money is now held by the Pension Office which is due to persons who have been separated from the Service either by death or resignation; no claims having been made for the amounts deducted from the pay of these employees.

To assist as much as possible in correcting this condition, will you please make a practice of notifying all persons who resign or are separated from the Service that money is due them from this fund, and supply them with the appropriate blanks for making application for the same.

In cases of death, a special notice should be sent to the heirs of the deceased.

Respectfully,

John R. O'Reilly

Acting Director of the Mint.

Superintendent,
United States Mint,
Philadelphia, Pa.

RG104 E-235 Vol 484

August 14, 1928.

Sir:

As you are aware, the Act of May 28, 1928, requires that a survey shall be made of the Field Service for the purpose of classifying personnel.

It is the intention of the Department to forward within a short time blanks to be filled out individually. In anticipation of the preparation of these blanks, the Personnel Classification Board has forwarded the inclosed circular, calling for organization charts. These charts will be used in connection with the individual charts.

This circular is being sent with the request that you prepare the chart as promptly as possible and forward the same to this Bureau.

It is understood that no description of duties is called for at this time; merely an organization chart is desired.

Respectfully,

M. M. O'Reely

Acting Director of the Mint.

Superintendent,
United States Mint,
Philadelphia, Pa.

RG104 E-235 Vol 484

August 14, 1928.

Superintendent,
United States Mint,
Philadelphia, Pa.

Sir:

Receipt is acknowledged of your letter of August 13th relative to retirement deductions not called for by certain employees.

The Division of Appointments has consulted the Pension Office, and the Bureau of Pensions records agree with yours that John J. Bloomer and Jacob Cohen are the only employees in this list who have received the refund.

In the case of William McGonigle, it is understood that he is now employed in the Federal Service, where, in his present occupation, he is credited with previous deductions.

Will you please undertake to notify the other men, or their representatives, that application for this fund should be made?

It is suggested by the Division of Appointments that, if you are unable to trace these men from your records, you might be willing to post a notice in the Mint in case any of your present employees could assist you in locating them.

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

RG104 E-235 Vol 484

August 15, 1928.

Superintendent,
U. S. Mint,
Philadelphia, Pa.

Sir:

Herewith, for payment from the minor coinage profits, bills for the American Railway Express Company as follows:

L/7/7034, 7-7-28, Philadelphia, to Louisville, Ky.
10,000 in nickels . . . . . $ 88.82
L/7/7035, 6-25-28, Philadelphia to New Orleans, La.
35,000 in cents 179.25

Respectfully,

M. M. O'Reilly

Acting Director of the Mint.

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